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ABSTRACT

Developed to provide a cataloging system for department publications and to improve their accessibility for educators, this annotated bibliography includes a listing of availability sources for the major publications issued by the department. Updated annually, the list is grouped into sections by appropriate descriptor terms which appear in the table of contents, and includes subject and institution indexes. The major descriptors used are abilities, administration, arts, attitudes, audiovisual materials and methods, counseling, demography, environment, facilities, finance, government, handicapped, health and safety, instruction, library science, personnel and groups, physical education and recreation, programs, reading, research, social sciences, and tests. (RAA)

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annotated listing

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foreword

The *Annotated Listing of South Carolina Department of Education Publications* provides an annotated bibliography, in addition to a listing of availability sources, for major publications issued from the Department each year. The primary purpose of the *Annotated Listing* is to provide a cataloging system for Department publications, thus making them more readily accessible to South Carolina educators. It is the hope of Department staff that this listing will promote effective use of Department publications by school districts, with the ultimate result of improved instructional practices in South Carolina's schools.

Charlie G. Williams
State Superintendent of Education

preface

The *Annotated Listing of South Carolina Department of Education Publications* is coordinated and published by the Education Products Center in order to facilitate the locating, accessing, and retrieving of all Department of Education products. This listing is the third edition and includes those products which are subsumed under the following definition of publication.

> "Publication" shall mean any document produced by any Department of Education office which is not excluded by one of the following stipulations:
>
> 1. Fewer than 100 copies of the document are produced.
>
> 2. The subject matter of the document becomes obsolete at a specific time. (Examples: conference agendas and announcements of meetings)
>
> 3. The document is prepared at the request of a single school district, pertains only to that district, and is intended only for use by that district.

Audiovisual presentations intended for statewide distribution have also been included in this listing.

The Education Products Center is hopeful that this listing will be a valuable tool, for Department of Education and district personnel, in the identification and acquisition of needed products.

Robert R. Hill
Deputy Superintendent for
Administration and Planning

introduction

The *Annotated Listing of South Carolina Department of Education Publications* provides a brief description of and availability source for each publication listed. Copy(ies) of any publication may be obtained from the developing office/section or institution listed under the availability source cited in each annotation. In addition, copies have been forwarded and are available on loan from the following depositories:

South Carolina State Library
Library of Congress
ERIC (when accepted for inclusion)
Education Products Center in-house file

Updated annually, the listing is grouped into sections headed by appropriate descriptor terms which appear in the table of contents. The reader is encouraged to use the subject index on page 127 which facilitates the ease of locating publications. An institution index on page 159 enables the reader to locate every publication in the listing by the publishing office/section.

Accession numbers (SD 000 001 - SD 000 282) have been assigned to the publications to facilitate the cataloging, accessing, and retrieving of education-related products, publications, and materials.

table of contents

ABILITIES 1

Intelligence and performance of individuals (e.g., academic aptitude, etc.). Also contained herein are specific skills as they relate to the ability for acquiring and performing given skills, knowledge of the means or methods for accomplishing a task.

ADMINISTRATION 3

Management and management-related processes in administering various types of school plants and educational organizations. For different types of administrative personnel, see **PERSONNEL AND GROUPS.** For financial factors, see **FINANCE**; see also **PROGRAMS.**

ARTS 9

Fine arts, theater arts, painting, freehand drawing, sculpture, music, ceramics, graphic arts, dramatic

ATTITUDES 11

Attitudes of individuals or groups toward a given object or condition (e.g., student attitudes, class attitudes, personal interests, values, etc.).

AUDIOVISUAL MATERIALS AND METHODS 12

Audiovisual materials and methods used for instructional purposes (e.g., closed circuit television, mass media).

COUNSELING 15

Counseling programs, counseling services, guidance programs, guidance services, individual counseling, group counseling, vocational counseling, etc. See also **ATTITUDES.**

DEMOGRAPHY 17

Studies related to population including statistical, social, and economic factors (e.g., census figures, geographic distribution, migration, population trends, student distribution, urban population, etc.).

ENVIRONMENT 20

Aggregate of conditions or influences on communities, schools, culture, and social factors (e.g., community influence, classroom environment, cultural environment, social environment, family environment).

FACILITIES 25

Buildings, installations, and appendages designed to serve a specific function (e.g., art centers, auditoriums, school space, self-contained classrooms, etc.).

FINANCE 26

Relating or pertaining to money matters and transactions (e.g., expenditures, salaries, tax allocation). See also **ADMINISTRATION, GOVERNMENT.**

GOVERNMENT 28

Executive, legislative, and judicial aspects of federal, state, and local government (e.g., federal legislation, federal courts, state legislation, city government). See also **ADMINISTRATION, FINANCE.**

HANDICAPPED 31

Limited to persons with or conditions related to physiological or psychological impairments such as blind, hearing handicapped, partially sighted, etc.

HEALTH AND SAFETY 42

The physical condition, preservation, or control of an organism or its parts such as accident prevention, family health, medical service, traffic safety, and diseases.

INSTRUCTION 45

Activities, materials, and guidance that facilitate learning in either formal or informal situations such as academic enrichment, assignments, workshops, etc. See also **AUDIOVISUAL MATERIALS AND METHODS.**

LIBRARY SCIENCE 95

The principles and practices related to processing conducted in the library as well as related user requirements and services (e.g., library services, library material selection, etc.).

PERSONNEL AND GROUPS 96

Persons considered together as being related in some manner or having some common characteristics (e.g., accountants, gifted students, delinquents, senior citizens, college freshmen, etc.).

PHYSICAL EDUCATION AND RECREATION 99

Activity in which persons refresh themselves mentally or physically, such as in community recreation programs, social recreation programs, etc.

PROGRAMS 100

A plan or procedure: a schedule or system under which action may be taken towards a desired goal such as "after school" programs, college programs, work experience programs, youth programs, etc. See also **ADMINISTRATION.**

READING 116

The action or practice of one who reads (e.g., oral reading, reading assignments, elective reading, group reading, readability, etc.). Also includes reading facility (e.g., reading ability, reading failure, illiteracy, etc.). See also **ABILITIES** and **INSTRUCTION.**

RESEARCH 118

Areas and methods of investigation or experimentation having for its aim the discovery of new facts (e.g., area studies, deaf research, experimental programs, research methodology, etc.).

SOCIAL SCIENCES 119

Study of the functioning of human society, including the interpersonal relationships of individuals as members of society (e.g., behavioral sciences, economic progress, social relations).

TESTS 123

Devices or procedures for measuring ability, achievement, interest, etc. (e.g., achievement tests, aptitude tests, cognitive tests, interest tests, language tests, multiple choice tests, problem tests, reading tests, talent identification, test validity, etc.).

BASIC SKILLS

SD 000 007

State Objectives, Reading, Writing, and Mathematics, Grades K-12, September 1979, 39 pages, published by the Office of Research.

Major Descriptor(s): Basic Skills, Statewide Planning

Abstract: This publication defines statewide objectives as mandated by the Basic Skills Assessment Program Act of July 1978. The objectives are designed for South Carolina teachers and any administrators involved in the planning or implementation of instructional activities. The eighteen kindergarten objectives are accompanied by suggested instructional activities. For each of grades 1-12, the reading, writing, and mathematics objectives are accompanied by suggested measurement strategies.

Availability: An adequate supply of copies is available from the Education Products Center, State Department of Education.

Cost: Free

SD 000 008

Report on the Implementation of the Basic Skills Assessment Program, December 1979, 56 pages, published by the South Carolina State Board of Education.

Major Descriptor(s): Basic Skills, Statewide Planning

Abstract: The report provides a summary of the first year activities of the Basic Skills Assessment Program. The following topics are presented and discussed: the major components of the Basic Skills Assessment Program Act of July 1978; the process involved in the development of the grades K-12 statewide objectives; the selection of the first grade readiness test; and activities of the Basic Skills Advisory Commission. A list of the commission members and a list of the statewide objectives are provided in the appendices. The intended audience includes the legislature, State Board of Education, Basic Skills Advisory Commission members, and local administrators.

Availability: A limited supply of copies is available from the Education Products Center.

Cost: Free

DECISION MAKING

SD 000 118

Decisions, Decisions, Decisions, 1978, 87 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Self-Concept, Decision Making

Abstract: The student objectives for grades K-6, which are outlined in this publication are: (1) to develop the ability to make responsible decisions on attitudes or actions based on fact and develop the courage to stand by one's own convictions; (2) to improve and enhance one's self-concept; (3) to develop an understanding of one's own value system; (4) to develop responsibility for one's own desirable health habits, attitudes, and behavior at school, at home, and in the community; and (5) to strengthen skills in evaluating such environmental influences as commercial advertisements, news reports, literature, and chemicals.

Availability: Available from the Substance Abuse Education State Consultants, in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina educators; cost to out-of-state educators and non-educators is $2.50.

administration

ADMINISTRATIVE ORGANIZATION

SD 000 001

School Districts of South Carolina Organization and Administration, January 1979, 51 pages, published by the Office of Planning.

Major Descriptor(s): Administrative Organization

Abstract: This publication provides educators in South Carolina with information on the organization and administration of school districts in South Carolina.

Availability: Copies are available from the Legal Section of the Office of Planning.

Cost: $2.00 per copy

ATTENDANCE SERVICES

SD 000 005

Attendance Services: A Guide for Attendance Supervisors, June 1980, 25 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Attendance Services

Abstract: This publication is a guide for attendance supervisors containing a suggested job description, including role and function, current compulsory school attendance statutes, attorney general's opinions related to attendance laws, and suggestions for dealing with attendance-related problems.

Availability: Available from the School Services Section of the Office of General Education.

Cost: Free

SD 000 006

A Guide to Attendance Services, June 1980, 1-page pamphlet, published by the Office of General Education, School Services Section.

Major Descriptor(s): Attendance Services

Abstract: This pamphlet answers ten questions related to the nature and purpose of attendance services and the role and function of the attendance supervisor.

Availability: Available from the School Services Section of the Office of General Education.

Cost: Free

BASIC EDUCATIONAL DATA SYSTEM

SD 000 132

Basic Educational Data System Staff Questionnaire for Secondary Schools, Fall 1979, 29 pages, published by the Educational Data Center.

Major Descriptor(s): Statistical Data, Basic Educational Data System

Abstract: This publication provides detailed instructions for completing the BEDS secondary school optical scanning personnel form. Guidelines are provided for each block of data that must be filled in by the professional staff personnel. These guidelines are needed by all personnel who must complete the BEDS form.

All coding tables that must be referenced with the form are integrated into the instruction booklet.

Availability: BEDS staff questionnaires are updated each year and are available to schools in the fall of each school year.

Cost: Provided free to local school districts.

SD 000 133

Basic Educational Data System Staff Questionnaire for Elementary and Middle Schools, Fall 1979, 29 pages, published by the Educational Data Center.

Major Descriptor(s): Statistical Data, Basic Educational Data System

Abstract: This publication provides detailed instructions for completing the BEDS elementary and middle school optical scanning personnel form. Guidelines are provided for each block of data that must be filled in by the professional staff personnel. These guidelines are needed by all personnel who must complete the BEDS form. All coding tables that must be referenced with the form are integrated into the instruction booklet.

A listing of diagnostic messages that will be generated by the computer during the edit cycle are provided for the user. This provides the user with an in-depth explanation of the messages and what corrective action must be taken to clear up the problem.

Availability: BEDS staff questionnaires are updated each year and are available to schools in the fall of each school year.

Cost: Provided free to local school districts.

BOARD OF EDUCATION POLICY

SD 000 131

Statement of Educational Philosophy, December 1975, 1 page, published by the Office of Planning, Planning Section.

Major Descriptor(s): Statewide Planning, Board of Education Policy

Abstract: This publication contains the statutory base, the reasons for statement, and the basic elements of philosophy. This data is intended to inform the public of the Board's beliefs and responsibilities.

Availability: Copies are available from the Office of Planning.

Cost: Free

BOARDS OF EDUCATION

SD 000 070

The Role of the Local Board, July 1978, 12 pages, published by the Office of Planning.

Major Descriptor(s): Governance, Boards of Education

Abstract: This publication highlights and briefly explains some of the responsibilities for public education assigned to local school boards of trustees.

Availability: Copies may be obtained in the Office of Planning.

Cost: $.75 per copy

STAFF IMPROVEMENT

SD 000 038

ITV/Radio Staff Development Resources and Schedules, August 1980 (revised annually), 40 pages, published by the Office of Instructional Television and Radio.

Major Descriptor(s): Educational Television, Educational Radio, Staff Improvement

Abstract: This booklet describes staff development resources available over the open and closed circuit ETV network during the 1980-81 school year. Resources are offered for certification-renewal credit, for graduate credit, for use in district certification

credit point plans, and for individual or group professional development. An order blank for teacher guides accompanying several of the programs is provided.

Availability: One copy sent to superintendents, directors of instruction, and principals, and two copies to ITV/Radio building coordinators. Additional copies are available upon request from the Office of ITV and Radio.

Cost: Free

STATEWIDE PLANNING

SD 000 128

South Carolina's Long-Range Plan for Continuous Upgrading of Education, June 1978, 166 pages, published by the Office of Planning.

Major Descriptor(s): Statewide Planning, Management by Objectives, Educational Planning

Abstract: This publication consists of information on activities concerning the fifteen major objectives in the Five-Year Plan.

Availability: Copies may be obtained in the Office of Planning.

Cost: $7.50 per copy

SD 000 129

South Carolina's Long-Range Plan for Continuous Upgrading of Education, June 1977, 235 pages, published by the Office of Planning.

Major Descriptor(s): Statewide Planning, Management by Objectives, Educational Planning

Abstract: This publication consists of information on activities concerning the fifteen major objectives in the Five-Year Plan.

Availability: Copies are available upon request from the Office of Planning.

Cost: Free

SD 000 130

South Carolina's Fifteen Major Objectives for 1980-81, July 1977, 21 pages, published by the Office of Planning, Planning Section.

Major Descriptor(s): Statewide Planning, Management by Objectives, Educational Planning

Abstract: This publication consists of the listing and rationale of each of South Carolina's fifteen major objectives for the year 1980-81.

Availability: Copies are available from the Office of Planning.

Cost: Free

STUDENT TRANSPORTATION

SD 000 142

A Study of the State School Transportation System, 1979, 229 pages, published by the Office of Transportation.

Major Descriptor(s): Student Transportation

Abstract: The study was conducted by the Office of Transportation at the request of the General Assembly. The study includes the current status of transportation and the amount of money that would be required to reduce the 1½-mile walking requirement to the school and the 1-mile walking requirement off of the main school bus route.

Availability: A limited number of copies are available from the Office of Transportation.

Cost: Free

SD 000 143

School Bus Drivers' Handbook, 1979, 56 pages, published by the Office of Transportation.

Major Descriptor(s): Student Transportation

Abstract: This book is published annually for use in the school bus driver training program. It outlines duties and responsibilities of the school district, the bus driver, pupils, and parents, in providing a safe transportation system.

Availability: Copies are available from the Office of Transportation.

Cost: Free

TEXTBOOKS

SD 000 151

1980 Supplement to the Catalogue of Adopted Textbooks for Use in South Carolina Public Schools, March 1980, 33 pages, published by the Office of Textbooks and Audiovisual Library.

Major Descriptor(s): Textbooks, Textbook Selection

Abstract: This publication includes a complete list of new textbooks and workbooks adopted by the State Board of Education on November 9, 1979, for use in the public schools at the beginning of the 1980-81 school year, and is intended for the use of school superintendents, principals, and teachers.

Availability: Copies are available upon request from the Office of Textbooks or from the Office of General Education.

Cost: Free

SD 000 152

Rules and Regulations for Free Textbooks, April 1979, 6 pages, published by the Office of Textbooks and Audiovisual Library.

Major Descriptor(s): Textbooks, Textbooks Standards

Abstract: This publication contains regulations governing the free textbook system covering Code and Board actions and is intended for use by school administrators, principals, depository managers, supervisors, and teachers.

Availability: Copies will be made available as needed. Requests should be directed to the Office of Textbooks.

Cost: Free

ART EDUCATION

SD 000 002

Arts, Arts, Arts, Arts, 1974, 24 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Art Education

Abstract: This publication was designed to assist teachers and administrators in developing fine arts programs. Included are goals, objectives, and sample activities to be used as guidelines for fine arts planning.

Availability: Out of print. One copy is available for perusal in the Education Products Center.

Cost: Free

SD 000 003

Arts Education Programs, 1975, 19 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Art Education

Abstract: This booklet is a summary of innovative arts programs in South Carolina. It is directed to principals, directors of instruction, arts teachers, artists, and communities. Each project or program lists addresses where the reader may write for more complete and specific information.

Availability: Copies may be obtained from the Curriculum Development Section in the Office of General Education.

Cost: Free to South Carolina educators. There is a purchase price of $1.25 on out-of-state orders.

SD 000 004

Administrator's Handbook for Art Education, 1972, 48 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Art Education

Abstract: This handbook describes the nature and content of art education and includes some suggested possibilities for K-12 art programs. It is directed to principals,

directors of instruction, superintendents, and boards of education. Suggestions are given about curriculum, facilities and equipment, scheduling, and financial operations.

Availability: Copies may be obtained from the Art Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to administrators, directors of instruction, and art supervisors in South Carolina. There is a purchase price of $1.25 on out-of-state orders.

MUSIC EDUCATION

SD 000 106

Music in the Middle School, 1972, 26 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Music Education, Middle Schools

Abstract: This publication is intended to assist administrators, directors of instruction, music teachers, and supervisors in planning a comprehensive music curriculum which will meet the needs of the middle school student. Suggestions are given on curriculum, facilities and equipment, administrator responsibilities, teacher responsibilities, and teacher training.

Availability: Copies may be obtained from the Curriculum Development Section in the Office of General Education.

Cost: Free to South Carolina educators. There is a purchase price of $1.25 per copy on out-of-state orders.

SD 000 107

Planning the Elementary Music Curriculum, K-6, 1969, 35 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Music Education

Abstract: This guide is intended to assist school administrators, directors of instruction, music teachers, and supervisors who have the initial responsibility for planning the music curriculum for elementary schools. It deals with what should be taught, who should teach it, and conditions which should exist if progress in musical growth is to become a reality for all children at each level of instruction.

Availability: Copies may be obtained from the Curriculum Development Section in the Office of General Education.

Cost: Free to South Carolina educators. There is a purchase price of $1.25 per copy for out-of-state orders.

DRUG ABUSE

SD 000 013

Prevention/Intervention Substance Abuse, 1978, 78 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Drug Abuse

Abstract: The objectives of this publication, which is designed for grades K-12 are: (1) to aid counselors, school nurses, principals, district personnel, and teachers in developing the most workable attitudes and approaches in dealing with substance abuse related problems; (2) to provide a handbook offering useful information and methods related to dealing with substance abuse and related situations; (3) to create and present functional guidelines for developing effective programs for the prevention of substance abuse problems.

Availability: Available from the Substance Abuse Education State Consultants in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina Educators. Cost to out-of-state educators and non-educators is $2.50.

SELF-CONCEPT

SD 000 119

Human Behavior and Decision Making, 1979, 99 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Self-Concept, Drug Abuse

Abstract: This publication promotes the following objectives for grades 7-12: (1) each student needs to develop a clearer understanding of himself and his own behavior patterns; (2) each student should develop responsibility for his own desirable health habits, behavior, and attitudes, particularly as they relate to decisions he must make in life; (3) students must be able to clarify for themselves what they, as healthy individuals, can believe and value; (4) the objective of the health-oriented substance abuse program is to motivate students to help themselves and others to live healthy, happy, and productive lives—free of substance dependency.

Availability: Available from the Substance Abuse Education State Consultants in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina Educators. Cost to out-of-state educators and non-educators is $2.50.

audiovisual materials and methods

EDUCATIONAL RADIO

SD 000 034

South Carolina Instructional Radio Teacher's Guide, August 1980 (revised annually), 177 pages, published by the Office of Instructional Television and Radio.

Major Descriptor(s): Educational Radio, Multi-Media Instruction

Abstract: This publication is a catalog containing the teacher's guides for each Instructional Radio offering for 1980-81. These guides contain program descriptions and ideas for pre- and during broadcast activities, and follow-up discussions and activities that reinforce and extend the audio instruction.

Availability: One (1) copy sent to each principal and to teachers in each school. Additional copies are available from the Office of ITV and Radio.

Cost: Free

SD 000 036

ITV/Radio Building Coordinator's Guide, July 1980 (revised annually), 20 pages, published by the Office of Instructional Television and Radio.

Major Descriptor(s): Educational Radio, Multi-Media Instruction

Abstract: ITV and Radio building coordinators will use the booklet as a reference throughout the school year, as will utilization consultants, as a discussion guide during fall workshops and individual school visits to orient these personnel. The guide contains a checklist related to key responsibilities of these coordinators.

Availability: Initial distribution included one free copy to each ITV/Radio building coordinator. Additional copies are available upon request from the Office of ITV and Radio.

Cost: Free

EDUCATIONAL TELEVISION

SD 000 037

South Carolina Instructional Television and Radio Resources, 1980-81, August 1980 (revised annually), 128 pages, published by the Office of Instructional Television and Radio.

Major Descriptor(s): Educational Television, Educational Radio, Multi-Media Instruction

Abstract: This publication is a catalog of the Instructional Television and Radio offerings for 1980-81, and it contains descriptions of series, broadcast schedules, equipment

information, and utilization information. This catalog is used by teachers, librarians, and school administrators in South Carolina for the purpose of resource selection and scheduling classroom use of individual programs.

Availability: Copies are available from the Office of Instructional Television and Radio; however, they are sent to each principal and teacher in the state.

Cost: Free

EDUCATIONAL TELEVISION
EDUCATIONAL RADIO

SD 000 035

Guide for Relating Instructional Television and Radio Resources to the Curriculum Requirements of the Defined Minimum Program, August 1980 (revised annually), 60 pages, published by the Office of Instructional Television and Radio.

Major Descriptor(s): Educational Television, Educational Radio, Multi-Media Instruction

Abstract: The booklet identifies ITV and Radio resources applicable to the instructional portion of the state Defined Minimum Program and to areas of curriculum need. Curriculum specialists and writers, school principals, and ITV and Radio building coordinators can use the information for:

1. Teacher selection of series to meet learner needs.
2. Identification of resources for special groups such as the handicapped and the exceptional child.
3. Resource room/media center planning.
4. Development of schoolwide programs, approaches to meet curriculum goals.
5. Incorporation of ITV and Radio resources into quinmester and mini-course subject guides.
6. Curriculum planning at all levels: classroom, school, or district.
7. Justification for expanding television or radio reception.

Availability: Initial distribution included one free copy to each superintendent, director of instruction, and principal, and two copies to librarians or media specialists. Additional copies are available upon request from the Office of ITV and Radio.

Cost: Free

FILMS

SD 000 105

Educational Film Catalog 1980-82, January 1980, 344 pages, published by the Audio-Visual Library, Office of Textbooks and Audio-Visual Library.

Major Descriptor(s): Multi-Media Instruction, Films

Abstract: This catalog contains a complete listing of all 16mm film titles available for loan from the Audio-Visual Library as of January 1980 and is provided for all South Carolina public and private schools. It includes subject area listings, series, alphabetical descriptive listings, and distributors.

Availability: Copies are available to public and private schools and state agencies from the Audio-Visual Library, 1513 Gervais Street, Columbia, South Carolina 29201.

Cost: $6.00 per copy

MULTI-MEDIA INSTRUCTION

SD 000 104

Audio Tape Duplicating Service, 1980, 45 pages, published by the Audio-Visual Library, Office of Textbooks and Audio-Visual Library.

Major Descriptor(s): Multi-Media Instruction

Abstract: This catalog lists audio tape masters available for duplication by public and private schools. Duplicate copies of tapes will be furnished to schools on order. The schools either furnish the blank tape/cassette, or the tape/cassette is supplied by the AV Library and the school is charged the actual cost of the tape.

Availability: Copies are available to public and private schools from the Audio-Visual Library, 1513 Gervais Street, Columbia, South Carolina 29201.

Cost: Free

CAREER AWARENESS

SD 000 009

Your Future: A Listing of Job Descriptions from the World of Work, April 1979, 28 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Career Awareness, Guidance Counseling

Abstract: This booklet provides information for over 100 job descriptions and their employment outlook. It is primarily for use as a reference for counselors and librarians when working with students.

Availability: Copies are available upon request from the School Services Section in the Office of General Education.

Cost: Free

COUNSELING PROGRAMS

SD 000 103

The Middle School Recipe Book, October 1977, 300 pages, published by the Office of General Education.

Major Descriptor(s): Middle Schools, Counseling Programs

Abstract: This publication consists of activities designed to aid in the improvement of guidance services. It is to be used by elementary and middle school counselors in working with parents, teachers, and students. Suggested levels are the fifth through the eighth grades, but many of the activities may be revised for use with younger students.

Availability: Copies are not available for public dissemination, but are distributed to elementary and middle school counselors at the SCSD regional workshops for counselors only.

Cost: Free

GUIDANCE COUNSELING

SD 000 071

Administrator's Guide for Guidance-by-Objectives Programs in South Carolina Secondary Schools, August 1979, 29 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Guidance Counseling

Abstract: This document sets forth guidelines for comprehensive secondary school guidance services and information relating to the effective functioning of guidance departments. It is designed to assist principals, superintendents, and other administrative personnel in improving the structure and effectiveness of their programs.

Availability: Copies are available for secondary school administrators and school district central office personnel from the School Services Section in the Office of General Education.

Cost: Free

SD 000 072

Directory of South Carolina Guidance Personnel, 1976-77, Spring 1977, published by the Office of General Education, School Services Section.

Major Descriptor(s): Guidance Counseling

Abstract: This publication lists all South Carolina public school counselors (elementary, middle, and secondary), and their schools and addresses.

Availability: Copies are available upon request from the School Services Section of the Office of General Education.

Cost: Free

SCHOOL LOCATION

SD 000 117

South Carolina School Atlas, 1972, 155 pages, published by the Office of School Planning and Building.

Major Descriptor(s): School Location, Maps

Abstract: This publication contains maps showing the exact location of schools in each county within the state as of 1972 and also a legend giving the names of schools. It also contains several city maps which give the exact location of schools within corporate limits. It has potential value for school personnel and the general public in locating schools or central offices when doing planning, or research studies, or when visiting various schools.

Availability: Copies may be obtained in the Office of School Planning and Building.

Cost: Free to all school personnel. Available to the public at a cost of $4.00 per copy.

SCHOOL STATISTICS

SD 000 140

Rankings of the Counties and School Districts of South Carolina, 1978-79, March 1980, 303 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, School Statistics

Abstract: *Rankings of Counties and School Districts* contains population, pupil, staff, financial, and miscellaneous data. This publication is to be used by public school administrators for preparing profiles, public information brochures, or for general reference material.

Availability: Copies are available from the Education Products Center and the Office of Research within the Department of Education for a fee to cover the printing cost. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: $5.00 per copy

STATISTICAL DATA

SD 000 134

Enrollment Projections for South Carolina Schools, 1979 through 1985, May 1979, 35 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Enrollment Projections

Abstract: This publication contains projected public school enrollment by grade, district, and state over the next six years for use in educational planning by the State Department of Education and school district administrators.

Availability: Copies are available from the Education Products Center and the Office of Research within the Department of Education until the supply is exhausted. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

SD 000 135

Births, Projected First Grade Enrollments, High School Graduates, and Number Entering College for the State and the Counties, 1979-85, September 1979, 48 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Enrollment Projections

Abstract: Projections for first grade enrollment and first grade enrollment as a percent of births six years earlier, projections of high school graduates and graduates entering colleges, percent of first grade enrollment graduating twelve years later, and percent of graduates entering postsecondary education are provided in this publication.

The audience is staff within the local school districts and the Department of Education.

Availability: Copies are available from the Education Products Center and the Office of Research within the Department of Education until the supply is exhausted. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

SD 000 141

"Education in South Carolina, Selected Facts," May 1979, 1-page brochure, published by the Office of Research.

Major Descriptor(s): Statistical Data, State Surveys

Abstract: This factsheet provides a quick reference of state educational data on pupils, staff, finances, etc., and is distributed to staff within the school districts and the Department of Education. It is also made available to the General Assembly and the general public.

Availability: Copies are available from the Office of Public Information and the Office of Research within the Department of Education until the supply is exhausted. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

EARLY CHILDHOOD EDUCATION
PARENT EDUCATION

SD 000 019

"The Puzzle of Parenting," 1978, 1-page brochure, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This brochure describes the State Department of Education parent-oriented education program entitled "The Puzzle of Parenting: How To Fit It Together." The series of programs on early childhood development may be offered by elementary schools for any interested persons in the community.

Availability: Copies of the brochure are available from the State Department of Education, Parent Education Coordinator, School Services Section, Office of General Education.

Cost: Free to the public (single copies and quantities)

SD 000 020

How and What Your Child Learns Through Play, 1977, 28 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This book was designed to encourage parents to see a child's play as his work and to be encouraged as they watch their children benefit from play experiences. Ideas and activities are included.

It was developed for the parent program topic, "How and What Your Child Learns Through Play," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.40 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 021

How Your Child Learns About Ma:, 1977, 16 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: The purpose of this booklet is to suggest a few of the many activities parents can do with their children in the area of math.

It was developed for the parent program topic, "How Your Child Learns About Math," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.20 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 022

How Your Child Learns To Talk, 1977, 17 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This booklet was designed to give parents suggestions for helping their young child learn to talk. Talking and listening to a young child helps him learn about the world while he builds confidence in himself as a person who can use words to express his needs, feelings, and ideas.

It was developed for the parent program topic, "How Your Child Learns To Talk," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.20 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 023

How Your Child Learns To Read, 1977, 16 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: The purpose of this booklet is to provide parents with information and suggestions on helping their young children to be ready to learn to read. It was developed for the parent program topic, "How Your Child Learns To Read," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.20 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 024

Parent and Child, 1978, 16 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This booklet was designed to describe young children's behavior and to offer parents techniques that would promote good feelings and positive behavior. It was developed to accompany the parent program topics, "How Your Child Learns Behavior" and "How To Handle Your Child's Behavior," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.30 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 025

Good Feelings Between You and Me, 1978, 23 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This booklet was designed to explore feelings between parents and children and to give positive suggestions for handling them. It was developed to accompany the parent program topic, "How Your Child Learns To Feel Good about Himself," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.22 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 026

How To Help Your Child Think and Reason, 1979, 8 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This booklet is about young children and thinking. It has three purposes: (1) to trace thought development from birth through the preschool years; (2) to aid in understanding children as they learn to think; and (3) to provide parents with ideas on what they can do to help their children learn to think.

It was developed for the parent program topic, "How Your Child Learns To Think and Reason," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple copies and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.30 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

SD 000 027

Biscuits and Band-Aids, 1978, 36 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Parent Education

Abstract: This booklet was designed to offer parents suggestions of activities in home safety and food preparation to do with their children. It was developed for the parent program topic, "How To Help Your Child Be Healthier," in the series of parent programs entitled "The Puzzle of Parenting: How To Fit It Together." The programs are open to the public.

Availability: Booklets in "The Puzzle of Parenting" program (available to the public) may be requested from the State Department of Education, Parent Education Coordinator, Office of General Education. Multiple titles and bulk orders must be accompanied by an order form.

Cost: Single title booklet requests are free; there is a charge of $.23 per copy when requesting multiple titles and bulk orders. (The booklets accompanying the series are provided free to elementary schools for parents participating in the programs.)

FACILITY GUIDELINES

SD 000 046

South Carolina School Facilities Planning and Construction Guide, 1969, 75 pages, published by the Office of School Planning and Building.

Major Descriptor(s): Facility Planning, Facility Guidelines

Abstract: This guidebook outlines procedures and building code standards to be followed by architects and engineers in designing new schools or in the renovation of existing schools.

Availability: Copies are available in the Office of School Planning and Building.

Cost: $2.00

FACILITY PLANNING

SD 000 047

South Carolina Guide and Minimum Specifications for Mobile Classroom Units, 1966, 21 pages, published by the Office of School Planning and Building.

Major Descriptor(s): Facility Planning, Mobile Classrooms

Abstract: This guidebook provides specifications for the manufacture of mobile classroom units as well as establishes procedures to be followed by school districts in purchasing such units.

Availability: Copies are available in the Office of School Planning and Building.

Cost: Free

SD 000 048

Places and Spaces for Learning, 1977, 50 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Facility Planning

Abstract: This publication is designed to aid administrators, architects, and teachers in planning new or renovated educational facilities. Guidelines are provided by subject area, relating the instructional program to facility design. Each section reviews general program requirements, relationships, projected functions, and sample designs. The portfolio of guidelines was developed by the Curriculum Development Section of the Office of General Education.

Availability: Copies are available from the Office of School Building and Planning.

Cost: Free

SALARIES

SD 000 136

Annual Salary Study—Superintendents and Principals, 1978-79, March 1979, 32 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Salaries

Abstract: This publication presents a comparative study of the salaries of superintendents and principals based on full-time equivalency of instructional staff, educational level, length of contract, total years of experience, and enrollment. Intended audience for the publication includes the staff within the local school districts and the Department of Education.

Availability: Copies are available from the Education Products Center and Office of Research within the Department of Education until the supply is exhausted. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

SD 000 137

Annual Salary Study—Superintendents and Principals, 1979-80, May 1980, 40 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Salaries

Abstract: This document is a comparative study of the salaries of superintendents and principals based on full-time equivalency of instructional staff, average daily membership, educational level, length of contract, total years of experience, and enrollment. The audience is the staff within the local school districts and Department of Education.

Availability: Copies are available from the Education Products Center and Office of Research within the Department of Education until the supply is exhausted. Copies are available for use through the State Library and libraries of state-supported colleges. Information copies are disseminated to public school district and county offices.

Cost: Free

SD 000 138

Supplemental Salary Study—Selected School, District, and County Personnel, 1978-79, April 1979, 24 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Salaries

Abstract: This publication provides comparative salary information for selected personnel based on district enrollment, length of contract, educational level, and total years of

experience. The audience is the staff within the local school districts and Department of Education.

Availability: Copies are available from the Education Products Center and Office of Research within the Department of Education. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

SD 000 139

Teacher Salary Study, 1979-80, March 1980, 95 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data, Salaries

Abstract: Comparisons of the 1979-80 school district salary schedules for teachers with the 1978-79 salary schedules and the 1979-80 South Carolina minimum salary schedule are included in this publication. The audience includes staff within the school districts and the Department of Education.

Availability: Copies are available from the Education Products Center and Office of Research within the Department of Education until the supply is exhausted. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: Free

EDUCATIONAL LEGISLATION

SD 000 029

School Laws of South Carolina, 1976, 331 pages, reprinted from the *Code of Laws of South Carolina, 1976,* Lawyers Co-Operative Publishing Company.

Major Descriptor(s): Educational Legislation

Abstract: This publication is a reprint of Chapters 1 through 73 of Title 59 of the *Code of Laws of South Carolina, 1976.* It contains a codification of Acts and Joint Resolutions of the General Assembly of South Carolina which govern and effect primarily elementary and secondary public education in South Carolina. The publication is primarily intended for education officials throughout the state.

Availability: Copies have been distributed to education officials. A limited number is still available from the Office of Planning, Legal Section.

Cost: $2.00 per copy for other than tax-supported institutions

SD 000 030

Educational Statutes Enacted in South Carolina, 1979, 276 pages (including index), published by the Office of Planning, Legal Section.

Major Descriptor(s): Educational Legislation

Abstract: This publication is intended for education officials throughout South Carolina. The publication contains a complete listing of all statutes enacted during the 1979 regular session of the General Assembly which deal with or have an influence on elementary or secondary education generally or on the State Department of Education. The complete text of the statutes has been reproduced.

Availability: Copies have been distributed to education officials. A limited number is still available from the Office of Planning, Legal Section.

Cost: $9.00 per copy for other than tax-supported institutions

SD 000 031

1978 Cumulative Supplement to School Laws of South Carolina, 1976, 82 pages, reprinted from *Code of Laws of South Carolina, 1976, 1978 Cumulative Supplement,* The Lawyers Co-Operative Publishing Company.

Major Descriptor(s): Educational Legislation

Abstract: This publication is a reprint of 1978 statutory enactments and amendments codified in Chapters 1 through 73 of Title 59 of the *Code of Laws of South Carolina, 1976,* which

govern and effect primarily elementary and secondary public education in South Carolina. The publication is primarily intended for education officials throughout the state.

Availability: Copies have been distributed to education officials. A limited number is still available from the Office of Planning, Legal Section.

Cost: $1.25 per copy for other than tax-supported institutions

SD 000 032

1977 Supplement to School Laws of South Carolina, 1976, 57 pages, reprinted from *Code of Laws of South Carolina, 1976, 1977 Cumulative Supplement,* The Michie Company.

Major Descriptor(s): Educational Legislation

Abstract: This publication is a reprint of 1977 statutory enactments and amendments codified in Chapters 1 through 73 of Title 59 of the *Code of Laws of South Carolina.* These enactments and amendments govern and effect primarily elementary and secondary public education in South Carolina. The publication is mainly intended for education officials throughout the state.

Availability: Copies have been distributed to education officials in South Carolina. A limited number is still available from the Office of Planning, Legal Section.

Cost: $.75 per copy

SD 000 033

Students' Rights, February 1975, 25 pages, published by the Office of Planning, Legal Section.

Major Descriptor(s): Educational Legislation

Abstract: This publication is a survey of statutes and court cases pertaining to students' rights and responsibilities in South Carolina, and it is directed toward school district level administrators, principals, teachers, and students. The book is useful in finding basic school law applicable to students' rights in South Carolina public schools.

Availability: One copy is available for review in the Legal Section of the Office of Planning.

Cost: Free

GOVERNANCE

SD 000 069

The Legal Base for Education, July 1978, 23 pages, published by the Office of Planning.

Major Descriptor(s):	Governance
Abstract:	This publication, intended for local school boards, superintendents, and school administrators, explains the five principal sources that form the legal base for public education.
Availability:	Copies may be obtained in the Office of Planning.
Cost:	$.85 per copy

DATA COLLECTION

SD 000 073

Data Report on Programs for the Handicapped, 1978-1979, March 1980, 32 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Data Collection

Abstract: This publication reports on the progress being made by the ninety-two (92) school districts in South Carolina towards providing appropriate special education programs for handicapped children. The data included shows incidence percentages, the total number of pupils served by category and program model in each district, and the number of teachers in all categories and by program model. In addition, information is included concerning pupils served through contractual agreements with other districts, in other facilities, and by other agencies or institutions in-state and out-of-state, along with information on excess cost funds, federal funds, and an annual report of special transportation of the handicapped.

Availability: A limited quantity is available for distribution from the Office of Programs for the Handicapped.

Cost: Free

DEAF BLIND

SD 000 074

Pre-Vocational/Vocational Needs of Deaf-Blind Youths, September 1978, 115 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Deaf Blind, Prevocational Education

Abstract: The publication provides an overview of the national trends in service delivery systems to provide prevocational programs to handicapped students who possess both hearing and vision impairments. It also describes the general educational functioning levels/characteristics and prevocational needs of deaf-blind students. The publication is designed to inform local school districts and other state agencies (e.g., Commission for the Blind, Vocational Rehabilitation) of the educational and vocational needs of this unique group of students who possess the dual handicaps of both hearing and visual impairments.

Availability: Copies are available from the Office of Programs for the Handicapped; 250 copies have already been disseminated to all local school districts and state agencies serving deaf-blind students.

Cost: Free

DUE PROCESS

SD 000 075

A Handbook for Hearing Officers, 1978, 37 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Due Process

Abstract: This publication was developed to provide information concerning "due process" procedures and to suggest procedures to be followed prior to, during, and subsequent to a hearing. Information relative to laws and litigation pertaining to the handicapped is included. It is anticipated that the manual will assist hearing officers to conduct hearings when there is a disagreement between parents and the local school district relating to evaluation, placement, accuracy of educational records, or other aspects of providing a free appropriate education for handicapped children.

Availability: Copies are available upon request from the Office of Programs for the Handicapped.

Cost: Free

SD 000 092

Hearing Officer Training, January 1976, 30-minute videotape, produced by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Due Process

Abstract: This tape presents, through a role playing format, a simulated hearing. It incorporates the aspects outlined in the "procedural due process" model and demonstrates the proper methods for conducting a hearing.

Availability: Two (2) copies of this tape are available at no cost, on a loan basis of three weeks, from the Office of Programs for the Handicapped.

Cost: Free

INSTRUCTIONAL MATERIALS

SD 000 079

Standards for Selecting Instructional Materials and Media for Handicapped Pupils, 1976, 23 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Instructional Materials

Abstract: This publication has been developed as a guide to the selection of instructional materials and media for the handicapped. Information regarding procedures for the

review of materials and media is included and should prove very helpful to those who have the responsibility for the selection of appropriate items for classroom use.

Availability: All copies of the publication have been distributed. However, requesters may obtain a copy on an inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

SD 000 080

Instructional Materials and Media Recommended for Use with Handicapped Pupils, January 1977, 50 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Instructional Materials

Abstract: This publication should prove helpful to special education teachers/administrators needing information regarding instructional materials appropriate for use with handicapped pupils. Information relative to current prices, specific instructional levels, and subject areas of the materials is included.

Availability: Copies are available upon request from the Office of Programs for the Handicapped.

Cost: Free

LEARNING DISABILITIES

SD 000 081

Individual Educational Plan for Learning Disabilities Children, July 1976, 95 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Learning Disabilities

Abstract: Designed to help teachers improve their classroom instruction, the *Individual Educational Plan for Learning Disabilities Children* identifies specific known deficiencies that hinder the learning process and focuses on the remediation of these deficiencies. The content of the guide encompasses three levels of schooling—primary, intermediate, and upper. On each level, objectives are identified and stated in behavioral and measurable terms. Enabling activities for each behavior are described in sequential order with appropriate materials/references cited. Each behavioral outcome is further specified by the learning modality, the learning channel, and the developmental area to which it pertains.

Availability: Copies were distributed to superintendents, special education coordinators, and teachers of pupils with learning disabilities. Requesters may obtain a copy on an inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

MENTALLY HANDICAPPED

SD 000 082

Individualized Educational Plan for Handicapped Children, Volumes 1 through XI, February 1976, each book approximately 47 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Mentally Handicapped

Abstract: Designed to assist teachers in the development of individualized education programs, the *Individualized Education Plans for Handicapped Children - Educable and Trainable Mentally Handicapped* booklets provide sequentially developed behavioral objectives for the various curriculum areas. Each objective is coded to an appropriate material/ media that relates to the objective.

Availability: Copies were disseminated to superintendents, special education coordinators, and teachers of trainable and educable mentally handicapped pupils. Requesters may obtain a copy on inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

NEWSLETTERS

SD 000 083

OPH Overview, Fall, Winter, and Spring 1979-80, 8 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Newsletters

Abstract: This newsletter is published three times during the regular school year and is distributed to superintendents, special education coordinators, teachers, school psychologists, teacher training institutions, Office of Programs for the Handicapped Advisory Committee, state agencies, Committee on Mental Health and Retardation, and other selected state departments. The information is primarily designed to apprise audiences of the activities of the state and local programs for the handicapped.

Availability: Remaining copies are available from the Office of Programs for the Handicapped.

Cost: Free

ORTHOPEDICALLY HANDICAPPED

SD 000 084

Guidelines for the Implementation of Programs for Pupils Who Are Orthopedically Handicapped, April 1975, 25 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Orthopedically Handicapped

Abstract: This publication is primarily for district coordinators of programs for the handicapped who have responsibility for the development, implementation, and improvement of programs for the orthopedically handicapped. Information included relates to funding sources, renovation considerations, program purpose and goals, materials, and equipment sources. The publication may best be used by those persons interested in initiating programs for pupils who are orthopedically handicapped.

Availability: Initial distribution included district superintendents and district coordinators of programs for the handicapped. Requesters may obtain a copy on inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

SD 000 085

Individually Prescribed Program of Instruction for Pupils Who Are Orthopedically Handicapped, April 1977, 229 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Orthopedically Handicapped

Abstract: This publication's primary audience is the teacher of the orthopedically handicapped. The focus of the document is a sequential curriculum presented in behavioral objectives. The objectives in each curriculum area are broken down into three developmental levels (primary, intermediate, secondary) and two degrees of physical involvement (moderate, severe). Also included are facilities/materials/equipment modifications, program goals, teaching aids, and adaptive devices. The publication may be used by the classroom teacher in developing individual education programs for each pupil.

Availability: A limited number of copies is available, upon request, from the Office of Programs for the Handicapped.

Cost: Free

SD 000 086

An Evaluation Design for the Educational Programs for Pupils Who Are Orthopedically Handicapped, 1977, 34 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Orthopedically Handicapped

Abstract: This publication is designed especially for teachers of the orthopedically handicapped as a companion document to *Individually Prescribed Program of Instruction for Pupils Who Are Orthopedically Handicapped.* Through classroom utilization of this publication, the teacher may evaluate the level of pupil performance in relation to the prescribed instruction. Documentation of the assessment date, date of mastery, and the level of achievement are pertinent facts to be indicated in complying with the evaluation component of the Individual Education Program as mandated by Public Law 94-142.

Availability: Requesters may obtain a copy on inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

PRESCHOOL EDUCATION

SD 000 087

Observable Signs of the Preschool Handicapped Child, January 1976, 24 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Preschool Education

Abstract: This publication is directed primarily toward coordinators of special education and kindergarten teachers, and it stresses the vital role played by early childhood teachers in the observation and assessment of young children, provides recognizable signs of potentially handicapping conditions, and offers supportive resources and references. The material can best be utilized by teachers to assist them in systematic observation of young children who may have handicapping conditions.

Availability: Copies may be obtained from the Office of Programs for the Handicapped.

Cost: Free

PSYCHOLOGICAL SERVICES

SD 000 088

Initiatives in School Psychology, December 1979, 13 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Psychological Services

Abstract: The role of the school psychologist and the requirements of Public Law 94-142 as they relate to the provision of psychological services are discussed in this briefing paper. Information relative to the role, function, and certification of school psychologists in South Carolina, the identification of specific areas of concern, and the state education agency's initiatives to address problem areas and seek recommended solutions is included.

Availability: Copies are available, upon request, from the Office of Programs for the Handicapped.

Cost: Free

SD 000 089

A Survey of the Opinions of School Psychologists, Administrators, Teachers, and University Trainers on the Delivery of Psychological Services in South Carolina Public Schools, May 1978, 70 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Psychological Services

Abstract: The purpose of this survey was to establish a data base that would assist the Department of Education, university trainers, and local education agencies in the formulation of short- and long-range projections for improving the delivery of quality psychological services in South Carolina's public schools. It is intended that the data contained in this publication should be helpful to *ad hoc* committees, Department of Education task force teams, professional organizations, and state legislators.

Availability: A limited number of copies is available for distribution from the Office of Programs for the Handicapped.

Cost: Free

SPEECH HANDICAPS

SD 000 090

Speech Improvement/Language Development, 1978, 60 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Speech Handicaps

Abstract: This publication provides an overview of professional literature regarding administrative and programmatic aspects of speech improvement/language development programs. It also describes organizational models for service delivery through speech improvement/language development programs and descriptions of programs which are operational in local education agencies. It also contains a listing of diagnostic tests and therapy materials for language and sample IEP forms.

Availability: Copies are available from the Office of Programs for the Handicapped.

Cost: Free

SD 000 091

Articulation Disorders, 1976, 77 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Speech Handicaps

Abstract: *Articulation Disorders* was developed to assist speech/language clinicians in establishing accountability in case management and program administration. The format of the document relates specifically to initial identification, assessment, interpretation of evaluation results, and therapeutic approaches appropriately utilized for pupils exhibiting disorders of articulation. From a more general standpoint, the case management process relative to the area of articulation is interwoven with the administrative concerns which must be given consideration regardless of the nature of the speech and/or language problem; these include establishing priorities in case selection and scheduling, record keeping, and the charting of progress.

Availability: Copies have already been disseminated to speech/language clinicians in South Carolina public schools. A limited number of remaining copies is available upon request, and may be obtained by contacting:

Mary E. Ginn, Consultant
Speech/Language Handicapped
Office of Programs for the Handicapped

Cost: Free

STUDENT PLACEMENT

SD 000 076

Staffing, September 1976, 27-minute videotape, Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Student Placement, Evaluation

Abstract: This tape is a simulated meeting among the Coordinator of Programs for the Handicapped, the pupil's teachers, the school psychologist, and the parent. It pertains to the various components that must be considered prior to determining the placement or dismissal of a pupil into/out of programs for the handicapped.

Availability: Two (2) copies of this tape are available at no cost, on a loan basis of three weeks, from the Office of Programs for the Handicapped.

Cost: Free

SD 000 077

Procedures for Survey, Screening, Evaluation, Placement, and Dismissal Into/Out of Programs for the Handicapped, May 1976, 73 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Student Placement, Evaluation

Abstract: This document contains the new criteria for placing children in public school programs for handicapped pupils according to regulations passed by the State Board of Education on March 12, 1976.

Availability: Copies have been distributed to LEA personnel, including area, district and county superintendents, school psychologists, administrators of programs for the handicapped, as well as to other state agencies dealing with handicapped children. Additional copies are available, upon request, from the Office of Programs for the Handicapped.

Cost: Free

SD 000 078

CATCH: Census of Adolescents and Tracking of Children with Handicaps, September 1976, 54 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Student Placement, Evaluation

Abstract: This publication is designed to be used as an interagency referral system for unserved handicapped children and youth from birth through twenty-one years of age and to repeat related services for served handicapped such as counseling, speech pathology, audiology, etc. It is intended for use by local school districts, state agencies, and

associations furnishing special education and related services to handicapped children and youth. The document includes names, adresses, and telephone numbers for state agencies and associations serving the handicapped with a brief description of handicaps served, ages served, pre-school programs/services, school-age program/services, and the cost of services.

Availability: Copies are mailed yearly to state agencies and associations serving handicapped and to local school districts. Copies may be obtained upon request from the Office of Programs for the Handicapped.

Cost: Free

TEACHER AIDES

SD 000 093

Guidelines for the Training of Teacher Aides in Programs for the Handicapped, November 1979, 10 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Teacher Aides

Abstract: This guide provides suggestions to teachers of the handicapped for orienting teacher aides to their tasks and responsibilities. The working format of the guideline enables the classroom teacher to insert specific information which will culminate in a comprehensive pre- and in-service program for the aide. A hierarchy of goals for the teacher aide is included, along with a listing of suggested individual(s) responsible for the program.

Availability: A limited quantity is available for distribution from the Office of Programs for the Handicapped.

Cost: Free

VISUALLY HANDICAPPED

SD 000 094

Orientation and Mobility Instruction for the School-Aged Child, Winter 1979, 13 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Visually Handicapped

Abstract: This publication is intended primarily for educators and administrators who serve severely visually handicapped pupils. Orientation and mobility instruction is that portion of a severely visually handicapped or blind child's educational program that

prepares him to travel independently. Information relative to basic mobility skills and techniques, orientation and mobility terms, sample individualized education plans, orientation and mobility skills assessment, and orientation and mobility specialists training programs is included.

Availability: A limited quantity is available for distribution from the Office of Programs for the Handicapped.

Cost: Free

SD 000 095

Instructional Guidelines for Teaching Visually Handicapped Children, January 1976, 210 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Visually Handicapped

Abstract: This publication will be distributed to teachers of the visually handicapped and other school personnel involved in working with visually handicapped pupils. The publication includes (a) a review of current literature and research in the area of the visually handicapped, (b) development of instructional objectives, (c) consideration for evaluation and placement of visually handicapped pupils, (d) curriculum adaptations, and (e) resources for equipment and educational materials including large print, braille, and taped books.

Availability: Requesters may obtain a copy on inter-library loan, through their county library, or from the South Carolina State Library.

Cost: Free

VOCATIONAL EDUCATION

SD 000 096

Initiatives Planned by the South Carolina Department of Education for the Provision of Vocational Education to Handicapped Pupils, December 1979, 9 pages, published by the Office of Programs for the Handicapped.

Major Descriptor(s): Handicapped Students, Vocational Education

Abstract: The purpose of this briefing paper is to discuss problems identified by the South Carolina Department of Education in providing vocational education to handicapped pupils, to review the mandates of federal law relative to this issue, and to present the initiatives planned by the department in seeking solutions to these problems.

Availability: Copies are available, upon request, from the Office of Programs for the Handicapped.

Cost: Free

BREAKFAST PROGRAMS
LUNCH PROGRAMS

SD 000 062

Food. . .A Nice Warm Feeling, 1980, 4 pages, published by the Office of School Food Services.

Major Descriptor(s): Food Services, Breakfast Programs, Lunch Programs

Abstract: This brochure provides brief information to help concerned citizens understand the objectives of the school lunch and breakfast programs, and to give an insight into how these two important programs work, who pays for them, and how communities can support the program.

Availability: Supplies of the brochure have been distributed to each local school district. Additional copies are available upon request from the State Department of Education, Office of School Food Services.

Cost: Free

SD 000 063

Food. . .A Nice Warm Feeling, 1980, 12 pages, published by the Office of School Food Services.

Major Descriptor(s): Food Services, Breakfast Programs, Lunch Programs

Abstract: This brochure is designed to help concerned parents, teachers, and community leaders better understand the school lunch and breakfast programs, how they work, who prepares the food and where it comes from, and what is being done to help children and food service personnel alike to gain more knowledge in the importance of nutrition.

Availability: Supplies of the brochure have been distributed to each local school district. Additional copies are available upon request from the State Department of Education, Office of School Food Services.

Cost: Free

SD 000 064

Because of You. . .Food at School is a Nice Warm Feeling, 1980, 4 pages, published by the Office of School Food Services.

Major Descriptor(s): Food Services, Breakfast Programs, Lunch Programs

Abstract: This brochure is intended for distribution to school food service employees in the state in appreciation for their dedicated, caring, hard work in preparing school

lunches and breakfasts, in showing children the relationship between nutrition and health, and in helping provide meals to communities when a disaster strikes.

Availability: Supplies of the brochure have been distributed to each local school district. Additional copies are available upon request from the State Department of Education, Office of school Food Services.

Cost: Free

HEALTH EDUCATION

SD 000 097

"Getting a Healthy Start" (K-2), May 1976, 122 pages; "Following Good Health" (3-5), 148 pages; "Health Problems—You Make the Decision" (6-8), 154 pages; "Your Health, Your Future, You Plan It" (9-12), 170 pages; published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Health Education, Health Guides

Abstract: These guides present a conceptual approach to comprehensive health education focusing heavily on student activities and participation in the learning process. The guides are divided into four major categories: Physical Health, Mental Health, Social Health, and Safe Living. Each category is further divided into units such as nutrition, dental health, diseases and disorders, emotional development, family living, and consumer health, with objectives, concepts, activities, and resources for each unit. A complete bibliography concludes each guide.

Availability: Initial distribution was completed through teachers' workshops throughout the state; remaining copies are available from the Curriculum Development Section in the Office of General Education.

Cost: Free to South Carolina educators. Cost to out-of-state educators and non-educators is $2.00.

LUNCH PROGRAMS

SD 000 061

Palmetto Lunches, published monthly, 5-6 pages, published by the Office of School Food Services.

Major Descriptor(s): Food Services, Lunch Programs

Abstract: *Palmetto Lunches* is a monthly newsletter which covers such topics as nutrition information, actual examples of nutritional and management practices, promotional materials, management recommendations, and program information. The contents of this publication are geared towards information needs of school food service managers and supervisors.

Availability: Initial distribution includes school food service managers and supervisors. Additional copies are available upon request from the Office of School Food Services.

Cost: Free

CLASS SIZE

SD 000 010

South Carolina First Grade Pilot Project 1976-77: The Effects of Class Size on Reading and Mathematics Achievement, January 1978, 106 pages, published by the Office of Research.

Major Descriptor(s): Class Size

Abstract: This publication is a technical documentation of the procedures, methodology, and results of the second-year evaluation of the South Carolina First Grade Project. In this project, the effects of reducing class size on student achievement were investigated. The report has been submitted to the legislature.

Availability: One (1) copy has been distributed to each school district. Additional copies are available for distribution from the Education Products Center.

Cost: Free

SD 000 011

South Carolina First Grade Pilot Project 1976-77: The Effects of Class Size on Reading and Mathematics Achievement, Summary, January 1978, 17 pages, published by the Office of Research.

Major Descriptor(s): Class Size

Abstract: The purpose of this report is to summarize the procedures, methodology, and results of the South Carolina First Grade Pilot Project, 1976-77. In this project, the effects of reducing class size on student achievement were investigated.

Availability: A limited supply of copies is available for distribution from the Education Products Center.

Cost: Free

DIAGNOSTIC TEACHING

SD 000 042

Operation RX: Common Sense in Using Standardized English Texts for Diagnostic and Prescriptive Purposes, 1975, 25 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): English Instruction, Diagnostic Teaching

Abstract: This publication contains suggested activities designed to help students accomplish the objectives measured by the Comprehensive Tests of Basic Skills (CTBS), Level 1 and Level 2, which are administered statewide to South Carolina Students in grades four

and seven. The objectives, which constitute a subset of English objectives appropriate to these levels, are identified with each activity.

Availability: Not available outside public schools, and available only in conjunction with local systemwide commitment to curriculum development project called "Making a Difference." A very limited number of copies is still available from the Curriculum Development Section in the Office of General Education.

Cost: Free

SD 000 112

Operation RX: Reading, 1975, 49 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Reading Instruction, Diagnostic Teaching

Abstract: This publication contains suggested activities designed to help students accomplish the objectives measured by the Comprehensive Tests of Basic Skills (CTBS), Level 1 and Level 2, which are administered statewide to South Carolina students in grades four and seven. The objectives, which constitute a subset of reading objectives appropriate to these levels, are identified with each activity.

Availability: Not available outside public schools, and available only in conjunction with local systemwide commitment to curriculum development project called "Making a Difference." A very limited number of copies is still available from the Curriculum Development Section in the Office of General Education.

Cost: Free

ENERGY

SD 000 039

The Energy Book, August 1975, 29 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Energy

Abstract: This publication contains a sampling of activities and references to promote energy conservation. The information can be used by teachers to supplement the present curriculum and provide increased understanding of the energy situation.

Availability: Available from the Environmental Education Consultant, Curriculum Development Section, Office of General Education.

Cost: Free to South Carolina school personnel. Not available for out-of-state requests.

ENGLISH INSTRUCTION

SD 000 040

Writing About Writing, 1978, 38 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): English Instruction, Composition

Abstract: This publication includes a series of articles on techniques for teaching composition in grades 1-12. The articles were written by college English instructors from South Carolina.

Availability: Copies may be obtained from the State Language Arts Consultant in the Curriculum Development Section of the Office of General Education. Two copies are available for each school.

Cost: Free to South Carolina public schools. There is a purchase price of $1.00 per copy for other requests, and a cost of $1.25 per copy for orders which must be mailed.

SD 000 041

To The Point, Spring 1978, Update 1979, 48 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): English Instruction, Composition, Handwriting

Abstract: This publication contains a listing of commercial materials which are available for teaching handwriting and composition skills in grades 1-12.

Availability: Copies may be obtained from the State Language Arts Consultant in the Curriculum Development Section of the Office of General Education. Two copies are available for each school.

Cost: Free to South Carolina public schools. There is a purchase price of $1.00 per copy for other requests, and a cost of $1.25 per copy for orders which must be mailed.

INDIVIDUALIZED INSTRUCTION

SD 000 098

Each Child Is Unique: IGE in South Carolina, December 1978, 16 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Individualized Instruction

Abstract: This publication is designed to introduce school personnel to a staff development program for educators which leads to individualization for students. Some areas

discussed are parent involvement, continuous assessment, individualized instructional programs, student responsibilities, and role descriptions.

Availability: Copies are available upon request from the School Services Section in the Office of General Education.

Cost: Free

SD 000 099

Learning Centers: Children Alive, 1980, 43 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Individualized Instruction, Learning Centers

Abstract: This publication was developed to provide suggestions for those teachers who are implementing learning centers or who wish to do so. The learning center approach appears to offer a workable way to individualize instruction and thus provide continuous progress for young children.

Availability: Copies may be obtained from the School Services Section in the Office of General Education.

Cost: Free to all school personnel. Available to the public at a cost of $1.00 per copy.

MATHEMATICS INSTRUCTION

SD 000 101

MATHLIST for Motivation and Achievement, revised 1975, 33 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Mathematics Instruction, Mathematics Materials, Low Achievers

Abstract: This publication contains an annotated listing of manipulative devices, audiovisual aids, drill kits, games, and other supplementary material that might be helpful in strengthening the mathematics program for low achievers (K-12). Each item listed has been evaluated and/or successfully used in some South Carolina school district(s). A January 1975 cost is included for each item.

Availability: Initial distribution included one copy per district at Title I Presubmission Conferences (1976). Additional copies are available, in limited quantity, to districts requesting them from the Mathematics Consultant, Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina educators. Cost to out-of-state educators and others.

VOCATIONAL EDUCATION

Affective Education

SD 000 154

Affective Education Handbook, 1979, 119 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Affective Education

Abstract: This handbook is a series of classroom activities to be used by vocational teachers to integrate affective ideas into their curricula. All "masters" for instructional aids have been included.

Availability: Copies are available from the Curriculum Coordinator, Program Planning and Development Section, Office of Vocational Education. Dissemination sessions will be conducted as adjuncts to vocational education summer conferences and district in-service workshops; copies will be distributed to the participants.

Cost: Free

Agricultural Chemical Occupations

SD 000 155

Chemical Salesman, Chemical Applicator, V-TECS Catalog, 1980, 127 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Chemical Occupations

Abstract: This catalog is to be used by teachers of agriculture at the secondary level and is designed to provide a worker-validated task list and job-relevant performance objectives and performance guides for teaching and testing in the area of agriculture chemicals.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

Agricultural Machinery

SD 000 156

Plans for Learning Stations–Tractor Mechanics, September 1979, 95 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: This publication is to be used by teachers of agricultural mechanics in the construction of learning stations or learning centers at which students can perform competency-based learning activities.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 157

Tractor Mechanic Check Sheets for Modules, January 4, 1978, 80 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These materials are for use by teachers of agriculture in competency-based instruction in tractor mechanics.

Availability: Copies were distributed to teachers of agriculture during in-service education workshops. Additional copies are available, upon request, from the Supervisor of Agricultural Education in the Office of Vocational Education.

Cost: Free

SD 000 158

Tractor Mechanics Modules 1-19, January 1978, 63 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in tractor mechanics. Each learning activity package

includes the performance objective; instructions; tools, equipment, materials, and supplies needed; safety precautions; learning activities; student's self-check sheet, and instructor's final checklist.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 159

Tractor Mechanics Modules 20-33, January 1978, 52 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in tractor mechanics. Each learning activity package includes the performance objective; instructions; tools, equipment, materials, and supplies needed; safety precautions; learning activities; student's self-check sheet, and instructor's final checklist.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 160

Tractor Mechanics Modules 34-48, June 1979, 325 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in tractor mechanics. Each learning activity package includes the performance objective; instructions; tools, equipment, materials, and supplies needed; safety precautions; learning activities; student's self-check sheet, and instructor's final checklist.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 161

Tractor Mechanics Modules 49-77, 1979, 78 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in tractor mechanics. Each learning activity package includes the performance objective; instructions; tools, equipment, materials, and supplies needed; safety precautions; learning activities; student's self-check sheet, and instructor's final checklist.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 162

Tractor Mechanics Modules 78-96, June 1979, 158 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Agricultural Machinery

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in tractor mechanics. Each learning activity package includes the performance objective; instructions; tools, equipment, materials, and supplies needed; safety precautions; learning activities; student's self-check sheet, and instructor's final checklist.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

Animal Science

SD 000 163

Beef Cattle–Selection and Evaluation, June 1980, 45 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Animal Science

Abstract: This manual is to be used by teachers of agriculture and students in the study of beef cattle selection, grading, and evaluation.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 164

Grading Slaughter and Feeder Cattle (filmstrip, cassette tape and printed script), June 1980, 98 frames, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Animal Science

Abstract: This filmstrip and cassette tape are to be used by teachers of agriculture to train students to evaluate and grade slaughter and feeder cattle.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 165

Grading Slaughter Hogs and Feeder Pigs (filmstrip, cassette tape and printed script), June 1980, 67 frames, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Animal Science

Abstract: This filmstrip and cassette tape will be used by teachers of agriculture to train students to evaluate and grade slaughter hogs and feeder pigs.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 166

Swine Selection and Evaluation, June 1980, 43 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Animal Science

Abstract: This manual is to be used by teachers of agriculture and students in the study of swine selection, grading, and evaluation.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

Auto Mechanics

SD 000 167

Overhauling the 283 or 302 GM Engine, 1976, 15 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Auto Mechanics

Abstract: This publication is for distribution and use by the Office of Vocational Education, teachers and/or administrators of trade and industrial education programs, and other interested individuals, agencies, and associations.

Availability: Copies are available for distribution from the Trades and Industries Section of the Office of Vocational Education and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 168

V-TECS Auto Body Repairman, March 1977, 73 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Auto Mechanics

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performanced-based instructional programs.

Availability: A limited number of copies is available from district consultants for trade and industrial education. Copies may also be obtained on inter-library loan, from county libraries or the State Library.

Cost: Free

SD 000 169

V-TECS Automotive Mechanics, 1977, 243 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Auto Mechanics

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: Copies are distributed to designated recipients at in-service training sessions. Additional copies are available from the Clemson Vocational Education Media Center.

Cost: Free

SD 000 170

V-TECS Small Engine Repair, March 1977, 190 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Auto Mechanics

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: A limited number of copies is available from district consultants for trade and industrial education. Copies may also be obtained on inter-library loan, from county libraries or the State Library.

Cost: Free

Building Trades

SD 000 171

Building Construction, 1977, 8 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Building Trades

Abstract: This publication is for distribution and use by the Office of Vocational Education, teachers, and/or administrators of trade and industrial education programs, and other interested individuals, agencies, and associations.

Availability: Copies are available for distribution from the Trades and Industries Education Section of the Office of Vocational Education and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 172

V-TECS Carpenter, 1977, 397 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Building Trades

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: Copies are distributed to designated recipients at in-service training sessions. Additional copies are available from the Clemson Vocational Education Media Center.

Cost: Free

Cosmetology

SD 000 187

V-TECS: Cosmetology, September 1977, 135 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Cosmetology

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides.

Availability: Copies are available for distribution through the Trade and Industrial Education Section of the Office of Vocational Education.

Cost: Free

Custodian Training

SD 000 188

Handbook for Custodians in the Public Schools of South Carolina, June 1976, 56 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Custodian Training

Abstract: This publication is intended for use by custodial personnel in the public schools and provides information on more effective performance of custodial services. It is ideal for new personnel and effective as a refresher for experienced personnel.

Availability: A limited number of copies is available from the Office of Vocational Education for distribution to school custodial personnel, school principals, and officials responsible for the custodial management function. There is a limit of one copy per requester.

Cost: $1.25 per copy

Distributive Education

SD 000 189

A Handbook for Training Sponsors, June 1977, 8 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Distributive Education

Abstract: This publication is especially made for employers of students. It enables the employers to know what is expected of them, and what is expected of the students.

Availability: Copies have been distributed to all Distributive Education teachers in the state. Remaining copies are available from the Clemson Vocational Education Media Center.

Cost: Free

SD 000 190

Color in Display, 1979, instructor's manual—19 pages, student manual—8 pages, published by the Office of Vocational Education.

Major Descriptor(s) Vocational Education, Distributive Education

Abstract: This package is a self-paced instructional unit consisting of an instructor's manual, a student manual, a filmstrip, a cassette tape, and a color wheel. The unit will be used in all courses in distributive education and will address the role and use of color in display as a powerful merchandising tool.

Availability: A limited number of copies is available from the Office of Vocational Education in the State Department of Education and from the Vocational Media Center at Clemson University.

Cost: $17.75

SD 000 191

Distributive Education—Student Handbook, March 1978, 23 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Distributive Education

Abstract: This publication is a handbook to orient students to the distributive education program. The handbook explains the total instructional program including classroom instruction, on-the-job training, and curriculum-centered activities of the youth organization.

Availability: Copies are available for distribution from the Distributive Education Section of the Office of Vocational Education.

Cost: Free

Economics

SD 000 192

The American Free Enterprise System, March 1979, instructor's manual–53 pages, student manual–24 pages, 12 transparencies, published by the Vocational Education Media Center.

Major Descriptor(s): Vocational Education, Economics

Abstract: This self-paced unit of approximately two weeks of instruction enables distributive education students to explore the American free enterprise system and to understand its principles and concepts. It includes a teacher's manual, student's manual, and a set of transparencies. The unit covers concepts of money supply, unemployment, government's role, monopoly, pricing, profit, and inflation. Revision of the publication is scheduled for 1983.

Availability: Copies are available from the Vocational Education Media Center at Clemson University.

Cost: $20.00 per set

Educational Planning

SD 000 193

Local Plan for Vocational Education–FY 1980, August 1978, 56 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Educational Planning

Abstract: This publication was designed for use by county/district school superintendents and vocational center directors to prepare an annual plan for vocational education in order to comply with federal law (Education Amendments of 1976).

Availability: Copies are available from the South Carolina Department of Education, Office of Vocational Education.

Cost: Free

Electrical Occupations

SD 000 194

The Age of Electricity, 1977, 9 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Electrical Occupations

Abstract: This publication is for use by the Office of Vocational Education, teachers and/or administrators of trade and industrial education programs, and other interested individuals, agencies, and associations.

Availability: Copies are available for distribution from the Trades and Industries Section of the Office of Vocational Education and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

Facility Inventory

SD 000 195

Instructions for Completing the Vocational Education Equipment Inventory Form, October 1976, 23 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Facility Inventory

Abstract: This publication is to be distributed to superintendents and vocational center directors for their use in completing the revised vocational education inventory forms.

Availability: A limited number of copies is available from the Project Processing and Review Section of the Office of Vocational Education.

Cost: Free

Farm Management

SD 000 196

Farm Business Manager, V-TECS Catalog, June 1980, 110 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Farm Management

Abstract: This catalog is to be used by teachers of agriculture at the secondary level and is designed to provide a worker-validated task list and job-relevant performance objectives

and performance guides for teaching and testing in the area of farm business management.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

Federal Legislation

SD 000 197

The Vocational Education Act of 1976, August 1977, 54 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Federal Legislation

Abstract: This document is a reprint of Public Law 94-482 together with the Education Amendments of 1976 and Public Law 95-40. It was prepared to assist vocational education administrators in compliance with appropriate federal legislation.

Availability: Copies are available for distribution from the Ancillary Services Section of the Office of Vocational Education.

Cost: Free

Floriculture

SD 000 198

Floriculture Modules (15), June 1979, 63 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Floriculture

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in floriculture. Each learning activity package includes an introduction, directions, objective, learning activities, safety precautions instructions, student's self-check, final check out activity, instructor's final checklist and tools, and equipment and supplies needed.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agriculture.

Cost: Free

Health Education

SD 000 199

Caring Is a Health Career, 3 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Health Education

Abstract: This publication is to be utilized by secondary vocational health occupations teachers, counselors, and others during recruitment activities.

Availability: Copies are available upon request from the State Consultant for Health Occupations Education in the Office of Vocational Education.

Cost: Free

SD 000 200

Caring Is a Health Career, February 1976, slide/tape show, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Health Education

Abstract: This slide/tape presentation was developed for recruiting students into health occupations courses.

Availability: A copy is available on loan from the State Consultant for Health Occupations Education in the Office of Vocational Education.

Cost: Free

Home Economics Education

SD 000 201

A Resource Unit for Adult Programs in Home Economics Education, 1976, 51 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication can be used to serve as a supplement, information, and teaching guide for teachers engaged in adult programs in home economics education.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 each

SD 000 202

Clothing and Textiles Resource Unit: Sewing on Knits, 1977, 19 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is to be used by home economics teachers when teaching their students the care of knits while sewing, laundering, or in daily use.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.25 per copy

SD 000 203

Consumer and Homemaking Education Progress Charts, April 1977, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is for home economics teachers to use in their evaluations of competences in the classroom. The charts which are available are listed below:

"Preserving Food at Home"
"Conserving Energy in the Home"
"Furnishing an Apartment with Great Ideas Plus Small Change"
"Exploring Your World"
"Landscaping the Home Grounds"
"Preparation for Parenthood"
"Low Cost Meals"
"Recycle Your Wardrobe"
"Growing Vegetables at Home"
"Self-Concept"
"Entertaining"
"Cooking for One or Two"
"Simple Home Repairs"
"Window Treatment and Other Home Furnishings"
"Refinishing Furniture"
"Single Living"
"Creative Baking"
"Sewing on Knits"

Availability: Copies are available from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: Free

SD 000 204

Cooking for One or Two, 1976, 26 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication can be used to serve as a supplement, information, and teaching guide to home economics teachers.

Availability: Copies are available from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 each

SD 000 205

Creative Baking, December 1975, 11 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a food and nutrition resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 206

Family Life Education Resource Unit: Self-Concept, 1977, 16 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a resource unit that has been prepared to supplement the family life education curriculum guide.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.25 per copy

SD 000 207

Family Life Education Resource Unit: Single Living, 1977, 16 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is to be used in conjunction with and as a supplement to other family life teaching resources in teaching students all phases of living alone.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.25 per copy

SD 000 208

Fashion on Parade, with twenty-two (22) slides, 1975, 27 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a guide for teachers who want to teach their students some of the tasks involved in putting on a fashion show. This type of presentation can be useful as a recruiting tool, entertainment at a social function, or simply as good public relations.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $4.36 (including slides)

SD 000 209

Foods and Nutrition Resource Unit: Entertaining, 1977, 16 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication was prepared to supplement the *Foods and Nutrition Curriculum Guide* for additional food study and to provide students experiences in the art of entertaining.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.25 per copy

SD 000 210

Furnishing an Apartment with Great Ideas Plus Small Change, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication can be used to serve as a supplement to the original teaching guide for home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 each

SD 000 211

Growing Vegetables at Home, December 1975, 14 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a foods and nutrition resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 212

Housing and Home Furnishings Resource Unit: Landscaping the Homegrounds, 1977, 16 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication was prepared to supplement the *Housing and Home Furnishings Curriculum Guide* and to provide students experiences in the art of furnishing a home.

Availability: Copies have been distributed to teachers throughout the state. Other copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.25 per copy

SD 000 213

Low Cost Meals, December 1975, 11 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a foods and nutrition resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 214

Preserving Food at Home, December 1975, 24 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a foods and nutrition resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 215

Recycle Your Wardrobe, December 1975, 14 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a clothing and textiles resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 216

Refinishing Furniture, December 1975, 19 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a housing and home furnishings resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 217

Simple Home Repairs, December 1975, 17 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a housing and home furnishings resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

SD 000 218

Window Treatment and Other Home Furnishings, December 1975, 16 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Home Economics Education

Abstract: This publication is a housing and home furnishings resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

Horticulture

SD 000 219

Decorating with Plants, May 1976, 15 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Horticulture

Abstract: This publication can be used to serve as an information and teaching guide to home economics teachers and administrators.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 each

SD 000 220

Gardening and Groundskeeping, Volume I, LAP's 1-42, 1979, 99 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Horticulture

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in ornamental horticulture. They include an introduction, directions, objectives, learning activities, safety precautions instructions, student's self-check, final check out activity, instructor's final checklist and tools, and equipment and supplies needed.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 221

Gardening and Groundskeeping, Volume II, LAP's 43-84, 1979, 91 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Horticulture

Abstract: These learning activity packages are to be used by teachers of agriculture in competency-based instruction in ornamental horticulture. They include an introduction,

directions, objectives, learning activities, safety precautions instructions, student's self-check, final check out activity, instructor's final checklist and tools, and equipment and supplies needed.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 222

Greenhouse Production, 1979, 70 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Horticulture

Abstract: These learning activity packages are to be used by teachers of agriculture and students in competency-based instruction in ornamental horticulture. They are designed for use when the student or class is expected to grow crops in the high school greenhouse. These learning activity packages are usually crop specific (e.g., "Propagating Poinsettias"), and are meant to exemplify a typical commercial greenhouse sequence (i.e., poinsettias in the fall, followed by Easter lilies in the winter, bedding plants in the spring, and nursery crops in the summer).

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

Instructional Materials

SD 000 223

Curriculum Development Priorities (Vocational Education), April 1980, 106 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Instructional Materials

Abstract: Instructional materials needs identified by the South Carolina Vocational Education Curriculum Development Needs Assessment are presented in this report. They have been ranked in order of importance, based on the perceptions of vocational instructors. The report may be used by state and local curriculum planners. Contained within the report are lists of instructional material needs for each service area (for example: agriculture, home economics), presented in rank order of importance.

Availability: The Education Products Center has resource copies available. The Research Coordinating Unit in the Office of Vocational Education also has a limited number available upon request. Copies may be replicated by local school personnel if needed.

Cost: Free

SD 000 224

Instructional Materials Evaluation Plan Manual, September 1979, 13 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Instructional Materials

Abstract: The manual was designed to outline fundamental criteria to consider in the process of evaluating curriculum products, in an attempt to improve, accept, or reject the products.

Intended users are instructional materials developers, contractors, and local education agency personnel.

Availability: Resource copies are available from the Education Products Center or from the Research Coordinating Unit in the Office of Vocational Education. Copies may be replicated for use as necessary.

Cost: Free

Machinery Industry

SD 000 225

V-TECS: Machine Shop, September 1977, 231 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Machinery Industry

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides.

Availability: Copies are available for distribution through the Trade and Industrial Section of the Office of Vocational Education.

Cost: Free

Media Technology

SD 000 226

V-TECS: Radio and Television, September 1977, 230 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Media Technology

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides.

Availability: Copies are available for distribution through the Trade and Industrial Section of the Office of Vocational Education.

Cost: Free

Needs Assessment

SD 000 228

Employer Needs Assessment for Anderson, Oconee, and Pickens Counties, July 1978, 196 pages, published by Charles H. Busha, Tri-County TEC, and the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Needs Assessment

Abstract: This final report reflects a local needs assessment project designed to identify employers' needs. Accompanying the report is an executive summary of the report and a manual of procedures for assessing employer needs.

The document may be used by local district personnel to aid in conducting vocational and technical education needs assessments.

Availability: A limited number of copies is available from the Office of Vocational Education.

Cost: Free

SD 000 229

South Carolina Vocational Education Curriculum Development Needs Assessment, July 1979, 240 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Needs Assessment

Abstract: This final report reviews the findings of a study reflecting the perceptions and attitudes of vocational instructors and administrators toward:

1. The State Department of Education's efforts to produce and disseminate curriculum material to local vocational instructors.
2. The state's recommended program of instruction.
3. The implementation of performance-based education in vocational programs and classrooms.
4. The quality of existing in-service training for administrators and instructors.

The report was designed for use by the Office of Vocational Education staff as a tool to develop long-range curriculum plans.

Availability: Reference copies are available from the Education Products Center or from the Research Coordinating Unit of the Office of Vocational Education.

Cost: Free

SD 000 230

South Carolina Office of Vocational Education Mission Study, March 1980, 48 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Needs Assessment

Abstract: This report describes the results of an assessment of needs related to the Office of Vocational Education functional goals as perceived by AVC directors, high school principals, and OVE staff. The described functional goals encompass the leadership, management, service, and regulatory areas.

Intended users of the report are the Mission Task Force, state supervisors, and consultants of the Office of Vocational Education. The document will assist OVE personnel in developing plans to provide more effective services to local district personnel.

Availability: Resource materials are available in limited quantity from the Research Coordinating Unit in the Office of Vocational Education, or from the Education Products Center.

Cost: Free

SD 000 231

Vocational Education Needs Assessment Handbook, April 1980, 157 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Needs Assessment

Abstract: This document was adopted from the *New Hampshire Needs Assessment Handbook* for Vocational Education Planning (1973), and contains a complete "how to do it package" with a description of the model, sample forms, procedures, and techniques that a local administrator will need in order to conduct a needs assessment. It is divided into modules, each one covering a different phase of the process, so that the administrator can undertake the entire process, or only those portions which will meet his needs at a given time.

Availability: A limited number of copies is available. Resources copies can be obtained from the Research Coordinating Unit in the Office of Vocational Education, or from the Education Products Center.

Cost: Free

Office Occupations Education

SD 000 232

Accounting Forms, Posting of Journals, Adjusting Entries, Closing Entries, Ruling and Balancing Accounts–Transparencies for Accounting Information, August 1977, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: These transparencies are to be used by the instructor, as well as the student, in office occupations classes. All functions of accounting are included in this material.

Availability: Copies are available for distribution from the State Supervisor of Business and Office Education in the Office of Vocational Education, or from the district consultants located in Anderson, Winnsboro, Florence, and Walterboro district offices.

Cost: Free

SD 000 233

Bankteller Modules, 1979, 400 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: These modules are to be used with *V-TECS Bankteller Catalog* in basic business and bookkeeping instructional programs.

Availability: Copies are available to business and office education teachers from the Office of Vocational Education, State Supervisor of Business and Office Education, or from district consultants located in Anderson, Winnsboro, Florence, and Walterboro district offices.

Cost: Free

SD 000 234

Bookkeeping/Accounting/Payroll Clerk V-TECS Catalog, 1979, 122 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This catalog on bookkeeping and accounting principles is to be used in the accounting and basic business courses.

Availability: Copies are available to business and office education teachers from the Office of Vocational Education, State Supervisor of Business and Office Education, or from district consultants located in Anderson, Walterboro, Winnsboro, and Florence district offices.

Cost: Free

SD 000 235

Bookkeeping Modules, 1979, 330 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: These modules are to be used with *V-TECS Bookkeeping Catalog* in bookkeeping instructional courses and in selected basic business courses.

Availability: Copies are available to business and office education teachers from the Office of Vocational Education, State Supervisor of Business and Office Education, or from district consultants located in Anderson, Walterboro, Florence, and Winnsboro district offices.

Cost: Free

SD 000 236

Cooperative Office Education Manual, September 1976, 110 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This manual is designed for use in the office occupations clusters in secondary schools and includes a curriculum guide for levels 1 and 2 in cooperative office education instruction; a list of forms to be completed by various personnel; an application; and a listing of supplementary materials. The manual is very comprehensive and explains precisely all the data needed for a co-op coordinator to implement and operate an effective program.

Availability: Copies have been disseminated to the district consultants of office occupations. A limited supply of copies is still available from the State Supervisor of Office Occupations in the Office of Vocational Education.

Cost: Free

SD 000 237

Coordinating and Performing Activities for Employer, 1978, 93 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all office occupations courses which teach clerical activities—office procedures, typing, shorthand, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various office occupations programs.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 238

Filing Alphabetically—Basic Rules, 1978, 259 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication consists of an instructional packet that is to be used in office occupations courses which teach filing activities—office procedures, secretarial practice, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various office occupations programs.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 239

Free Enterprise in the Office Occupations Education Curriculum, 1978, 21 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This booklet has been prepared for office occupations education teachers to serve as a guide for incorporating education about the free enterprise system into office occupations courses. Concepts relating to the free enterprise system can be incorporated into

learning experiences and instructional units in the following courses: Accounting, Business Law, Business Mathematics, Business Principles and Management, and Introduction to Business.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 240

Ideas for Office Occupations Education, April 1978, 33 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This booklet consists of ideas, techniques, and methods for office occupations teachers to use in various classes. It includes the subject area in which the idea is to be used, the materials needed for application, the procedures to be followed, and the contributor of the idea. Information was collected from South Carolina office occupations teachers.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 241

Inspecting and Evaluating: Inspect, Verify, and Correct Data, 1977, 82 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all office occupations courses which deal with communications—business English, cooperative education, office procedures, shorthand, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives,* which is covered in various office occupations programs.

Availability: Available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

S1

SD 000 242

Learning Activity Packages for the V-TECS Secretarial Catalog of Performance Objectives, Criterion-Referenced Measures and Performance Guides for Stenographic, Typing, and Related Occupations, 1977, 20 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is designed to provide the audiovisual and printed supplementary materials needed by the instructor and/or student to achieve the objectives stated in the V-TECS catalog. These materials can be used for individual students or for group situations. The package can be used in the following courses: office procedures, cooperative office education, accounting, shorthand, typing, keypunch, business English, business math, and office machines.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 243

Letter Styles for Office Occupations Education, December 1976, 10-page narrative, 41 transparencies, 1 cassette, produced by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: A set of transparencies to be used in office procedures, typewriting, business English, or business communications to show examples of letter styles and formats most commonly used in business is included in this publication.

Availability: A limited number of copies is available upon request from the State Supervisor of Office Occupations in the Office of Vocational Education, or from district consultants of office occupations.

Cost: Free

SD 000 244

Letter Styles for Office Occupations, January 1977, 10-page booklet with 36 samples, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: The letter styles transparencies and cassette tape are to be used by Office Occupations instructors in the typewriting, business English, business communication, shorthand, and office procedures classes.

Availability: Copies are available upon request from the State Supervisor of Office Occupations in the Office of Vocational Education or from district consultants of office occupations.

Cost: Free

SD 000 245

Maintaining Office Equipment: Instructor's Manual, 1977, 305 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication consists of support materials for the objectives in the *V-TECS Secretarial Catalog* and is to be used by office occupations teachers and students. All material is performance-based and copies are available for teachers and students.

Availability: Copies are available for distribution from the Office of Vocational Education and the four vocational district offices.

Cost: Free

SD 000 246

Office Occupations Simulations Task and In-Basket, 1978, 180 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: These simulations developed by business and office education teachers are for use in procedures, word processing, and typewriting classes. Student and teacher materials are provided.

Availability: Copies are available from the Office of Vocational Education, State Supervisor of Business and Office Education, or from the four vocational district offices in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 247

Organizing and Planning: Determine Requirements for Utilization of Equipment and Supplies, 1978, 42 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach clerical activities—office procedures, cooperative office education, typing, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various business and office education programs.

Availability: Copies are available for all business and office education instructors from the Office of Vocational Education, and from the four district offices located in Walterboro, Florence, Anderson, and Winnsboro.

Cost: Free

SD 000 248

Pathways to Office Careers, March 1977, 10 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication describes various office occupations programs and applications to various office jobs. The data is to be used in office occupations instruction, counseling, and student perusal.

Availability: Copies are available upon request from the State Supervisor of Office Occupations in the Office of Vocational Education, or from district consultants of office occupations.

Cost: Free

SD 000 249

Performing Clerical Activities—V-TECS Support Materials, 1978, 88 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach clerical activities—office procedures, record keeping, business mathematics, etc. These support materials accompany the *V-TECS Secretarial Catalog*

of Performance Objectives which is covered in the various business and office education programs.

Availability: Copies are available for all instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 250

Performing Receptionist Activities–V-TECS Support Materials, 1978, 73 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach receptionist activities–office procedures, shorthand, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various business and office education programs.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 251

Performing Stenographic Activities–V-TECS Support Materials, 1978, 77 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach stenographic activities–shorthand, office procedures, business English, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various business and office education programs.

Availability: Copies are available for all business and office education instructors from the Office Occupations Section of the Office of Vocational Education, and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 252

Process Incoming and Forward Mail–Instructor's and Student's Manual, 1978, 193 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: The materials in this publication are to be used in an office procedures course for 12th grade students. Both incoming and outgoing mail procedures are covered, and the activities prepare students to handle various mailing activities. Included in the publication are four classes of mail, special services available to mailers, ZIP code system, and the operation of the mailroom. These support materials accompany the *V-TECS Secretarial Catalog.*

Availability: Copies are available for distribution to all business and office education instructors from the Office of Vocational Education and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 253

Record Keeping I and II Transparencies, 1977, 45 pages, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: These transparencies are to assist teachers with instructional programs in the secondary school. Transparencies included in the packet are: (1) banking activities, (2) cash receipts and disbursements, (3) mathematical hints, (4) payroll activities, (5) purchases, and (6) sales activities.

Availability: Copies are available for distribution from the State Supervisor of Business and Office Education, and from district consultants located in the Anderson, Winnsboro, Florence, and Walterboro district offices.

Cost: Free

SD 000 254

Script for Recruitment: Office Occupations, 1978, 6 pages, 70 slides, and 1 cassette tape, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This packet is to be used by teachers and students to introduce the field of office occupations as a high school major. Included are the following clusters: stenographic,

keypunch, accounting, clerical, data processing, senior intensified program, and cooperative education.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the district vocational offices.

Cost: Free

SD 000 255

Supervising and Implementing—Plan Work for Yourself, 1977, 96 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach clerical activities—office procedures, cooperative office education, typing, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in various business and office education programs.

Availability: Copies are available for all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, or from the four district offices located in Walterboro, Florence, Anderson, and Winnsboro.

Cost: Free

SD 000 256

Taking Inventory—V-TECS Support Materials, 1978, 132 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This instructional packet is to be used in all business and office education courses which teach clerical activities—office procedures, record keeping, business mathematics, etc. These support materials accompany the *V-TECS Secretarial Catalog of Performance Objectives* which is covered in the various business and office education programs.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Anderson, Winnsboro, Florence, and Walterboro.

Cost: Free

SD 000 257

Teacher Key for Business Math in Everyday Life, March 1977, 12 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication is to be used by the Office Occupations Education instructors.

Availability: Copies are available upon request from the State Supervisor of Office Occupations in the Office of Vocational Education, and from district consultants of office occupations.

Cost: Free

SD 000 258

The Flower Boutique: A Business Simulation (student and teacher manuals), August 1977, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication consists of an accounting simulation that can be used in accounting, record keeping, business math, and office procedure classes.

Availability: Copies are available for distribution from the State Supervisor of Business and Office Education in the Office of Vocational Education, or from district consultants for business and office education in Anderson, Winnsboro, Florence, and Walterboro district offices.

Cost: Free

SD 000 259

Timed Writings, March 1977, 77 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: Timed writings, which are included in this product, are to be used by office occupations instructors in typewriting classes.

Availability: Copies are available upon request from the State Supervisor of Office Occupations in the Office of Vocational Education, or from district consultants of office occupations.

Cost: Free

SD 000 260

V-TECS Secretarial Catalog, Student and Teacher Support Materials–Instructor's Manual and Student's Manual, 1977, 306 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: This publication is a complete set of support materials to be used by the teacher and student in completing bookkeeping and accounting performance objectives and activities in the *V-TECS Secretarial Catalog.* Some of the topics include: (1) preparation of vouchers; (2) preparation of state and federal tax forms; (3) computing gross pay from punched time cards; (4) preparation of payroll register, employee earnings' records, and paychecks; (5) posting to cash record book; and (6) handling petty cash.

Availability: Copies are available to all business and office education instructors from the Business and Office Education Section of the Office of Vocational Education, and from the four district offices located in Florence, Anderson, Winnsboro, and Walterboro.

Cost: Free

SD 000 261

V-TECS Secretarial, Stenographic, Typing, and Related Occupations, October 1976, 162 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Office Occupations Education

Abstract: The above-named publication is a catalog of tasks performed by workers in the secretarial field. The catalog will be used by schools offering the stenographic cluster. The information in the catalog lends itself to individualized or small group instruction.

Availability: A limited number of copies is available from the State Supervisor of Office Occupations in the Office of Vocational Education, or from district consultants of office occupations.

Cost: Free

Parenthood Education

SD 000 262

Education for Parenthood, September 1979, 400 pages (curriculum guide, filmstrips, tape, and transparencies), published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Parenthood Education

Abstract: This curriculum guide may be used alone or accompanied by fifteen sets of filmstrips and tape and a set of thirty transparencies with fourteen overlays. All portions of this unit support and reinforce concepts in the "Education for Parenthood" curriculum.

Availability: Copies may be purchased from the Vocational Education Media Center at Clemson University, or borrowed from district consultants.

Cost: $7.25 per set

SD 000 263

Education for Parenthood Curriculum Guide, September 1978, 264 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Parenthood Education

Abstract: This publication was designed for use by consumer and homemaking teachers in developing curriculum for semester courses of Education for Parenthood I and II in grades 10-12. It is composed of ten modules which present a positive approach toward parenthood and the development of parenting skills for those to be and/or those who are parents.

Availability: Copies of the publication were disseminated to secondary consumer and homemaking teachers, and to home economics teacher training institutions in South Carolina. Copies are available from the state supervisor and district consultants of home economics education.

Cost: Free

SD 000 264

Preparation for Parenthood, December 1975, 22 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Parenthood Education

Abstract: This publication is a child development resource unit to be used by home economics teachers.

Availability: Copies are available upon request from the State Supervisor of Home Economics Education in the Office of Vocational Education.

Cost: $1.00 per copy

Performance-Based Education

SD 000 265

Performance-Based Vocational Education (PBVE), 1978, 140 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Performance-Based Education

Abstract: This publication contains nine self-contained, self-paced modules for pre- or in-service training of vocational teachers. The package includes an instructor's manual and a set of nine tests. Content includes using PBVE in South Carolina, using V-TECS catalogs as source documents, determining content for PBVE, using criterion-referenced measures, managing PBVE in the classroom, and using V-TECS catalogs in contemporary programs to make them more performance-based.

Availability: Copies are available from the Vocational Education Media Center, Clemson University.

Cost: $7.50 per unit

Plumbing

SD 000 266

Plumbing and Pipefitting–Vocational Career Exploration, September 1978, filmstrip, cassette, and 6-page script, produced by the Office of Vocational Education, Trade and Industrial Education Section.

Major Descriptor(s): Vocational Education, Plumbing

Abstract: This filmstrip and cassette with accompanying script is intended for use by teachers, counselors, and administrators in making ninth and tenth grade students aware of vocational opportunities in the plumbing and pipefitting area.

Availability: This package is available from the Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631.

Cost: $11.50 per package

SD 000 267

V-TECS Plumbing, 1977, 220 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Plumbing

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: Copies are distributed to designated recipients at in-service training sessions. Additional copies are available from the Clemson Vocational Education Media Center.

Cost: Free

Prevocational Education

SD 000 268

Guidelines for Administrators, Counselors and Teachers of Prevocational Education Programs in South Carolina Public Schools, January 1976, 23 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Prevocational Education

Abstract: This guide has been produced to give administrators, counselors, and teachers guidelines and information concerning prevocational education. Sections include "Planning

Prevocational Education Programs," "Implementation of Prevocational Education Programs," and "The Philosophy and Objectives of Prevocational Education."

Availability: Copies are available upon request from the State Supervisor of Industrial Arts/Prevocational Education in the Office of Vocational Education.

Cost: Free

SD 000 269

Prevocational Instructional Materials, 1979, 3302 pages, 174 transparencies, 14 slide programs (710 frames), produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Prevocational Education

Abstract: Ninety-two activities are included in each set of materials. Each activity has a teacher's guide and a student guide, and fourteen of the activities have sound/slide programs. The activities are representative of all vocational areas. The materials are designed for use in ninth and tenth grade prevocational classes.

Availability: One set of the materials is distributed to each school with a prevocational education program. Additional sets can be purchased from the Vocational Education Media Center, Clemson University.

Cost: Free

Program Planning

SD 000 270

VRCU Handbook, 1977, 28 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Program Planning

Abstract: This manual, intended for use by local and state educators, describes the program improvement responsibilities of the Vocational Research Coordinating Unit of the Office of Vocational Education. The handbook outlines the organization, functions, procedures, and services of the VRCU, with suggestions for proposal and report writing. The manual can be helpful to local school district personnel to ultimately improve vocational education.

Availability: Two hundred and fifty (250) copies are available for distribution from the Research Coordinating Unit of the Office of Vocational Education.

Cost: Free

SD 000 271

VRCU Brochure, November 1977, 3 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Program Planning

Abstract: This brochure briefly describes the RCU and its functions—procedures for soliciting and funding research and exemplary projects, the unit's role in curriculum development, and other services that it provides.

Availability: Five hundred (500) copies are available for distribution from the Research Coordinating Unit of the Office of Vocational Education.

Cost: Free

Public Relations

SD 000 272

Public Relations Handbook for Vocational Educators, December 1979, 60 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Public Relations

Abstract: This publication was developed to help local vocational administrators establish effective public relations programs in their schools. The handbook describes a four-step process (analysis, planning, communication, and evaluation) for establishing a PR program. The appendix section contains: suggestions and hints for using various forms of media; samples of news releases, spot announcements, and slide shows; and other resources such as in-service training materials, mini-plans, and activity ideas.

Availability: Resource copies are available through the Education Products Center, and the Ancillary Section of the Office of Vocational Education. A limited number of copies is available.

Cost: Free

Soil Science

SD 000 273

Soil Identification and Treatment, September 1976, 74 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Soil Science

Abstract: This student publication provides the technical and practical information needed in the study of soil classification, land use and proper treatment. A complete understanding

of soils and proper land use helps students of agriculture to determine, without trial and error, the crops best suited to a particular area of land for most efficient production.

Availability: Copies are disseminated to teachers of agriculture during in-service conferences. Remaining copies are available from the State Supervisor of Agricultural Education, Office of Vocational Education, and from district consultants of agricultural education.

Cost: Free

SD 000 274

Soils Transparencies, October 1977, 41 transparencies, produced by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Soil Science

Abstract: These soils transparencies are designed to be used by teachers of agriculture to aid them in teaching soil classification and treatment.

Availability: Copies are available for distribution from the Agricultural Education Section of the Office of Vocational Education.

Cost: Free

Statewide Planning

SD 000 275

FY 77 South Carolina State Plan for Vocational Education Programs, July 1976, 141 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Statewide Planning

Abstract: The above-named publication constitutes an agreement with the U.S. Office of Education and consists of two parts concerning vocational education programs, services, and activities at all instructional levels that qualify for financial support from Public Law 90-576, Vocational Amendments of 1968. Part I describes the administrative provisions for conducting vocational programs, services, and activities throughout the state. Part II contains the annual program plan, in accordance with Vocational Education Amendments of 1968, for fiscal 1977 and the long-range plan provisions for fiscal 1977 to 1981.

Availability: Copies are available upon request from the Office of Vocational Education.

Cost: Free

Textiles Instruction

SD 000 276

V-TECS Textile Production, March 1977, 70 pages, published by the Office of Vocational Education, Program Planning and Development Section.

Major Descriptor(s): Vocational Education, Textiles Instruction

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: A limited number of copies is available from district consultants for trade and industrial education. Copies may also be obtained on inter-library loan from county libraries or the State Library.

Cost: Free

Welding

SD 000 277

V-TECS Welding, 1977, 67 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Welding

Abstract: This publication is a catalog of performance objectives, criterion-referenced measures, and performance guides to be used by vocational instructors in developing performance-based instructional programs.

Availability: Copies are distributed to designated recipients at in-service training sessions. Additional copies are available from the Clemson Vocational Education Media Center.

Cost: Free

SD 000 278

Welding—Vocational Career Exploration, September 1978, filmstrips, cassette, and 6-page script, produced by the Office of Vocational Education, Trade and Industrial Education Section.

Major Descriptor(s): Vocational Education, Welding

Abstract: This filmstrip and cassette with accompanying script is intended for use by teachers, administrators, and counselors in recruiting ninth and tenth grade students into welding programs.

Availability: This package is available from the Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631.

Cost: $11.50 per package

VOCATIONAL/TECHNICAL EDUCATION

Accountability

SD 000 279

South Carolina FY 1978 Accountability Report for Vocational-Technical Education, 137 pages, published by the Office of Vocational Education, Planning Unit.

Major Descriptor(s): Vocational/Technical Education, Accountability

Abstract: The Accountability Report, required by Public Law 94-482, sets forth the extent/degree to which FY 1978 goals were achieved and the results accomplished in relation to FY 1978 objectives, for all subparts and purposes under the federal law. In addition, the document contains: the actual distribution/expenditure of federal, state, and local funds; a summary of evaluations conducted; and, a description of how evaluations results were used in improving vocational education.

Availability: The document is distributed to all agencies/groups/individuals concerned with vocational-technical education in South Carolina. Copies are available upon request from the Office of Vocational Education, Planning Unit.

Cost: $.50 per copy

Needs Assessment

SD 000 227

Assessment of Vocational and Technical Education Needs in South Carolina, December 1979, 602 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational/Technical Education, Needs Assessment

Abstract: The document is a report of an assessment of vocational and technical education needs in South Carolina, to aid in the planning and decision-making process for vocational education at the state and local levels.

The report includes data and information in the following categories.

1. A review of national factors—educational issues, federal legislation, public attitudes and opinion, futures studies, and various national data.
2. A review of state factors—population and economic characteristics, vocational education organization and governance, economic and employment projections and state legislation.
3. A overview of the system—input, process, and output variables.

4. A perceptual overview of South Carolinians—general public, business/industry, students and educators. (This portion was contracted to National Evaluation Systems, Inc., Amherst, Massachusetts.)
5. A synthesis of the data.

Availability: Reference copies have been retained in the Vocational Research Coordinating Unit, the Education Products Center, the State Library, vocational district offices, and the National Center for Research in Vocational Education at Ohio State University. All other copies have been distributed to Vocational Center directors and various state agency personnel.

Cost: Free

Statewide Planning

SD 000 280

FY 1980 South Carolina State Plan for Vocational-Technical Education, December 1979, 258 pages, published by the Office of Vocational Education, Planning Unit.

Major Descriptor(s): Vocational/Technical Education, Statewide Planning

Abstract: The State Plan, required by Public Law 94-482, sets forth explicitly the annual vocational education goals and objectives the state will seek to achieve, including a description in terms of: (1) courses and other training opportunities; (2) projected program enrollments; (3) responsibilities for these program offerings; and, (4) the allocation of all federal and state/local financial resources. Also included are all policies, procedures, and standards pertaining to vocational education.

Availability: The document is distributed for use by all agencies, groups, and individuals concerned with vocational-technical education in South Carolina. Copies are available upon request from the Office of Vocational Education, Planning Unit.

Cost: $.95 per copy

SD 000 281

FY 1980 State Plan for Vocational-Technical Education: Appendix, June 1979, 28 pages, published by the Office of Vocational Education, Planning Unit.

Major Descriptor(s): Vocational/Technical Education, Statewide Planning

Abstract: The appendix section of the State Plan is intended primarily for use by the U.S. Office of Education, and contains: excerpts from the South Carolina *Code of Laws;* interagency agreements; local application forms, etc. This document is submitted to the

U.S. Office of Education in conjunction with the Final Draft of the State Plan on or before July 1 of each year.

Availability: A limited number of copies is available upon request, for distribution to other agencies/groups/individuals from the Office of Vocational Education, Planning Unit.

Cost: $1.40 per copy

library science

LIBRARY MATERIAL SELECTION

SD 000 100

List of Sources of Selection: Library Materials for South Carolina Elementary and Secondary Media Centers, 1977, published by the Office of General Education, School Services Section.

Major Descriptor(s): Library Material Selection, Instructional Materials Centers

Abstract: This publication includes bibliographies of standard lists which librarians, teachers, and administrators can use as a source for reviewing and selecting instructional materials for school media centers.

Availability: Copies may be obtained upon request from the School Services Section in the Office of General Education.

Cost: Free

MEDIA SPECIALISTS

SD 000 102

Media Programs: An Evaluation Guide, January 1978, 27 pages, published by the Office of General Education, School Services Section

Major Descriptor(s): Media Specialists, Instructional Materials Centers

Abstract: This publication is designed for use by media specialists in evaluating the effectiveness of media programs in the schools and for district coordinators in evaluating district media programs. It includes a list of the services offered by the media programs, offers assistance to media specialists in annual planning and the compiling of statistics, and provides instruments by which school media programs and district level programs can be evaluated.

Availability: Copies are available for distribution from the School Services Section of the Office of General Education.

Cost: Free to all school personnel. Available to the public at a cost of $1.50 per copy.

DISADVANTAGED YOUTH

SD 000 028

Learning Through Language, 1971, 59 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Early Childhood Education, Reading Readiness, Disadvantaged Youth

Abstract: The purpose of this book is to give first grade teachers some practical suggestions for helping disadvantaged children develop readiness for reading instruction.

Five areas of learning are included in these exercises: (1) personal and social development; (2) oral language and concept development; (3) listening skills and auditory discrimination; (4) visual perception and discrimination; and (5) kinesthetic (motor) perceptual activities.

There are over three hundred activities contained in this book. They are meant to be used as a supplement and extension of the prereading portion of the disadvantaged child's reading curriculum. By providing these additional opportunities for acquiring the preschool skills and understandings, the child should experience success in learning and reading.

Availability: Copies can be obtained from the State Reading Consultants in the Curriculum Development Section of the Office of General Education.

Cost: Free to first grade teachers. The cost for all other teachers is $1.00; if mailed, $1.25.

GIFTED STUDENTS

SD 000 065

Alternative Programming for the Gifted, 1976, 38 pages, developed through a Title V grant to the South Carolina Department of Education, James H. Turner, Project Director.

Major Descriptor(s): Gifted Students

Abstract: The publication includes descriptions of various program models appropriate for gifted and talented students. Examples are drawn from various states, emphasizing programs currently in operation. Procedures for evaluating gifted programs are also discussed.

Availability: Copies may be obtained from the Coordinator, Programs for Gifted, Office of General Education.

Cost: In-state requests are free; there is a $2.00 charge per copy for out-of-state requests.

SD 000 066

Gifted/Talented: An Identification Model, 1976, 56 pages, developed through a Title V grant to the South Carolina Department of Education, James H. Turner, Project Director.

Major Descriptor(s): Gifted Students

Abstract: The publication deals with the identification of gifted and talented students. An identification matrix is suggested to allow for the identification of gifted students in the areas of academics, creativity, leadership, and visual-performing arts.

Availability: Copies may be obtained from the Coordinator, Programs for Gifted, Office of General Education.

Cost: In-state requests are free; there is a $2.00 charge per copy for out-of-state requests.

SD 000 067

CATALYST: Gifted and Talented, August 1977, 45 pages, published by the Education Products Center.

Major Descriptor(s): Gifted Students

Abstract: The publication describes the gifted and talented students, methods of identification, programming options, teacher selection and training, and communications with the school, parents, and community.

Availability: Temporarily out of stock. Revisions are being made. Plans are in process for reprinting after July 1, 1980.

Cost: In-state requests are free; there is a $2.00 charge per copy for out-of-state requests.

SD 000 068

Guidelines for In-service Education: Gifted and Talented, 1976, 39 pages, developed through a Title V grant to the South Carolina Department of Education, James H. Turner, Project Director.

Major Descriptor(s): Gifted Students, In-service Education

Abstract: The publication summarizes the viewpoints, thinking, and observations of selected nationally recognized persons on the topic of education for the gifted. The publication suggests a useful approach to in-service education for persons in local school districts who are responsible for programs for gifted and talented students.

Availability: Copies may be obtained from the Coordinator, Programs for Gifted, Office of General Education.

Cost: In-state requests are free; there is a $2.00 charge per copy for out-of-state requests.

TEACHER EDUCATION
TEACHER CERTIFICATION

SD 000 144

Requirements for Teacher Education and Certification, revised November 1976, 72 pages, published by the Office of Teacher Education and Certification.

Major Descriptor(s): Teacher Education, Teacher Certification

Abstract: This document is a manual of requirements for certification of teachers in the public schools of South Carolina. Requirements for basic certification as elementary or secondary teachers and for various specialized areas and positions are included. The information may be utilized by individuals or administrators in determining the requirements for certification in various teaching and administrative areas.

Availability: This document is not available for general distribution; there is a limited supply for distribution to school administrators, teacher education institutions, and others having a need for such information. The Office of Teacher Education and Certification should be contacted to obtain a copy.

Cost: Free

physical education and recreation

PHYSICAL EDUCATION

SD 000 108

Guide for Teaching Physical Education, Grades 1-6, 1971, 309 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Physical Education

Abstract: This publication contains a suggested program for physical education in elementary schools, and is directed toward classroom teachers, elementary school principals, and directors of instruction.

Availability: OUT OF PRINT. One copy is available for review in the Education Products Center.

Cost: Not applicable

CAREER EDUCATION

SD 000 173

A Counselor's Guide to Career Education, September 1976, 17 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This booklet is designed to assist the counselor who is interested in the implementation of career education. Suggestions of role and responsibilities are presented, based on those recommendations voiced by South Carolina counselors who have participated in career education pilot projects.

Availability: A limited supply is available for distribution from the Office of Vocational Education. There is no copyright; the publication may be duplicated. A copy is available in most school district offices for this purpose.

Cost: Free

SD 000 174

A Teacher's Guide to Career Education, September 1975, K-5 (224 pages), 6-8 (124 pages), and 9-12 (513 pages), published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This guide is presented in three different forms according to needs based on grade organization. Each of the three documents is designed to assist the classroom teacher who is interested in the implementation of career education. Suggestions for activities in career education are presented via "lesson plans" prepared by public school teachers in South Carolina.

Availability: A limited supply is available for distribution from the Office of Vocational Education. The publication may be duplicated; a copy is available in most school district offices for this purpose.

Cost: Free

SD 000 175

Career Education, 1974, 51 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: *Career Education* is a self-instructional, orientation workbook geared toward an administrator/counselor/teacher audience and designed for in-service training.

Availability: A limited supply is available for distribution from the Office of Vocational Education. There is no copyright; the publication may be duplicated. A copy is available in most school district offices for this purpose.

Cost: Free

SD 000 176

Career Education in South Carolina, March 1975, 18 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This position paper, presented to the State Board of Education, is designed to provide the reader a conceptual knowledge of the philosophy surrounding career education as it is viewed by the South Carolina Department of Education. The need for career education is identified, and a framework established to accommodate that need is presented.

Availability: A limited supply is available for distribution from the Office of Vocational Education. There is no copyright; the book may be duplicated. A copy is available in most district offices for this purpose.

Cost: Free

SD 000 177

Career Education for the Exceptional Student, July 1979, 106 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education, Handicapped Students

Abstract: The guide book is intended for: (1) special ed teachers who desire an explanation of South Carolina's career education program and suggestions for the implementation of career education principles into existing curricula; (2) regular education teachers of the mainstreamed handicapped who desire suggestions for adapting their regular career

education offerings for the handicapped students. It is not a curriculum guide, but is, rather a compilation of ideas for implementing the long-range learner objectives of South Carolina's seven basic elements of career education.

Availability: This publication has been disseminated to the career education contact person in all ninety-two school districts, the handicapped contact person in all ninety-two school districts, and members of the South Carolina Council for Exceptional Children. The remaining supply, which is limited, is available from the Office of Vocational Education, Career Education Section. There is no copyright; the book may be duplicated. A copy is available in most district offices for this purpose.

Cost: Free

SD 000 178

Career Education Resources, September 1978, 325 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This document was designed to provide information about the variety of state and national resources that are available when planning for career education. It is intended for use by educators, administrators, and other individuals involved in career education, and provides information about specific products that can be used to facilitate implementation of career education in existing programs.

Availability: Documents have been disseminated to each of South Carolina's school districts. Additional copies in limited supply are available from the State Career Education Consultant, Office of Vocational Education.

Cost: Free

SD 000 179

Ideas for Classroom Activities in Career Development, 1974, 37 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: The purpose of this document is to provide the practicing teacher with suggested ideas for classroom activities which emanate from a career education approach. It is a supplement to the self-instruction workbook entitled *Career Education.*

Availability: A limited supply is available for distribution from the Office of Vocational Education. There is no copyright; the publication may be duplicated. A copy is available in most school district offices for this purpose.

Cost: Free

SD 000 180

Implementation of a Career Education Project: Spartanburg District Five Schools, 1975, 38 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This document is designed to assist in the implementation of a career education project. It emphasizes those methods that proved to be most successful and practical for use by teachers, coordinators, and principals in making career education an integrated part of the curriculum.

Availability: There are no copies available for distribution. One copy, however, is on file in the Education Products Center and is available for in-house perusal.

Cost: Free

SD 000 181

Methods of Evaluation and Career Education, October 1978, 204 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This publication is a user's handbook designed to serve the needs of local education staff responsible for conducting a career education program evaluation.

Availability: Copies are available from the Office of Vocational Education.

Cost: Free

SD 000 182

Career Education: Mini-Course Curriculum Guide, July 1979, 34 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: The lesson plans in this guide are intended to serve as a basis for a nine-week mini-course in the instruction of career exploration (at the middle school level). They may also be used as a guide for sessions of group guidance.

Availability: A limited supply is available for distribution from the Office of Vocational Education. There is no copyright; the book may be duplicated. A copy is available in most district offices for this purpose.

Cost: Free

SD 000 183

Research and Development Project in Career Education: The Batesburg-Leesville Way, 1974, 68 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: The purpose of this document is to assist local district personnel in the planning, management, and administration of a successful career education program. The major emphasis of the data is the identification of practical ways of implementing career education concepts.

Availability: There are no copies available for distribution. One copy, however, is on file in the Education Products Center and is available for in-house perusal.

Cost: Free

SD 000 184

South Carolina Career Education Needs Assessment Survey, October 1978, 127 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This publication is an interpretive report of the findings of an in-depth statewide survey conducted during FY 1978 to determine career education learner needs and staff development needs of students, teachers, and administrators throughout South Carolina.

Availability: Copies are available from the Office of Vocational Education.

Cost: Free

SD 000 185

South Carolina State Plan for the Administration of Career Education, October 1978, 96 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This document is an administrative tool intended for use by state and local administrators involved in career education. One- to five-year goals and objectives for the comprehensive implementation of career education in South Carolina are stated in detail and should prove helpful in systematic planning efforts.

Availability: Copies are available from the Office of Vocational Education.

Cost: Free

SD 000 186

State Level Career Education Evaluation Instruments, October 1978, 142 pages, published by the Office of Vocational Education.

Major Descriptor(s): Vocational Education, Career Education

Abstract: This material is a compilation of instruments which serve to evaluate a state level program. Product and process objectives as stipulated in the *South Carolina State Plan for the Administration of Career Education* are included.

Availability: Copies are available from the Office of Vocational Education.

Cost: Free

EARLY CHILDHOOD EDUCATION

SD 000 014

Early Childhood Education in South Carolina, 1979, 203 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education

Abstract: This publication is intended to support and guide teachers and administrators in providing appropriate experiences for three-, four-, and five-year-old children in significant areas of living and learning. It reflects the early childhood philosophy of the South Carolina Department of Education. Though comprehensive in scope, this guide does not purport to be all inclusive; however, it is an excellent resource book and should be used as the basis for a well-balanced program.

Availability: Copies may be obtained from the School Services Section of the Office of General Education.

Cost: Free to all school personnel. Available to the public at a cost of $2.00 per copy.

ENVIRONMENTAL EDUCATION

SD 000 043

Environmental Education; A Sourcebook for Educators, March 1976, 155 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Environmental Education

Abstract: This sourcebook is designed for all professional educators—district personnel, school administrators, and teachers—and is intended to provide districts with a program design

and information necessary for incorporating environmental education in all curricular areas, on all grade levels, thus ensuring basic environmental literacy for South Carolina students.

Availability: Available from the Environmental Education Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina school personnel. Cost to out-of-state educators and non-educators is $2.50.

SD 000 044

Back to the Basics with an Environmental Education Program, 1979, 17 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Environmental Education

Abstract: This is a brief outline describing the different types of environmental education programs in South Carolina, listing nationally validated programs and defining the "environmental education program" and its purpose.

Availability: Available from the Environmental Education Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina school personnel. Not available for out-of-state requests.

SD 000 045

Resources for Environmental Education, 1977-78, 74 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Environmental Education

Abstract: This publication is a listing of agencies and organizations that have free materials for educators. The kinds of materials and services provided and a note about the agency or organizations are included.

An update has been printed with copies sent to the environmental education contact people in each school district. Since supplies of the update are limited, teachers are advised to obtain copies from their school district office.

Availability: Available from the Environmental Education Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina school personnel. Not available for out-of-state requests.

FEDERAL PROGRAMS

SD 000 049

ESEA Title I Evaluation Report for FY 1978, November 1978, 52 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I, Evaluation

Abstract: This publication reports the effectiveness of the Title I program in South Carolina, including numbers of students served, funds expended, and personnel employed. The report is intended to fulfill the state's reporting requirement to the U.S. Office of Education as well as dissemination to all states and territories, and to South Carolina school districts.

Districts may use the state aggregate report to compare the effectiveness of their local Title I programs with others, as well as to learn of other approaches used to provide compensatory educational opportunities to educationally disadvantaged students.

Availability: Copies have been disseminated to all South Carolina school districts. A limited number of additional copies is available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 050

Highlighting Title I Programs in South Carolina, June 1980, 20 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I

Abstract: This document presents pictorial and descriptive information on twenty-four (24) Title I activities which were conducted during fiscal year 1979 and which demonstrated significant positive impact on student achievement. An additional activity which exhibited effectiveness in parent advisory council involvement is included. In view of demonstrated effectiveness in meeting local Title I program needs, these summaries are presented in an attempt to provide a resource of ideas, to offer an array of potential solutions, and to stimulate districts to include in their planning a review of other Title I programs.

Availability: Copies have been disseminated to all South Carolina school districts. Additional copies are available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 051

ESEA Title I Evaluation Report for FY 1979, January 1980, 54 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I, Evaluation

Abstract: This publication reports the effectiveness of the Title I program in South Carolina, including numbers of students served, funds expended, and personnel employed. The report is intended to fulfill the state's reporting requirement to the U.S. Office of Education as well as dissemination to all states and territories, and to South Carolina school districts.

Districts may use the state aggregate report to compare the effectiveness of their local Title I programs with others, as well as to learn of other approaches used to provide compensatory educational opportunities to educationally disadvantaged students.

Availability: Copies have been disseminated to all South Carolina school districts. Additional copies are available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 052

ESEA Title I Evaluation Report for FY 1977, November 1977, 38 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I, Evaluation

Abstract: This publication reports the effectiveness of the Title I program in South Carolina, including numbers of students served, funds expended, and personnel employed. The report is intended to fulfill the state's reporting requirement to the U.S. Office of Education as well as dissemination to all states and territories, and to South Carolina school districts.

Districts may use the state aggregate report to compare the effectiveness of their local Title I programs with others, as well as to learn of other approaches used to provide compensatory educational opportunities to educationally disadvantaged students.

Availability: Copies have been disseminated to all South Carolina school districts. A limited number of copies is available from the Allocations Section of the Office of Federal Programs.

Cost: Free

SD 000 053

ESEA Title I Profiles and Programs That Work, 1979, 119 pages, published by the Allocations Section, Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I

Abstract: This document illustrates the use of Title I funds in South Carolina. It begins with a summary which presents cumulative statewide and districtwide statistics, enabling districts to compare their data with percentages from other local districts and with the state as a whole. The document continues by presenting pictorial and descriptive information for twelve Title I instructional activities which were conducted during fiscal year 1978 and which demonstrated significant positive impact on student achievement. An additional activity which exhibited effectiveness in parent advisory council involvement is included. In view of demonstrated effectiveness in meeting local Title I program needs, these summaries are presented in an attempt to provide a resource of ideas, to offer an array of potential solutions, and to stimulate districts to include in their planning a review of other Title I programs.

Availability: Copies have been disseminated to all South Carolina school districts. Additional copies are available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 054

ESEA Title I Programs That Work, 1978, 36 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I

Abstract: This document presents pictorial and descriptive information of ten Title I instructional activities that were conducted during FY 1977, and which demonstrate significant positive impact on student achievement. These summaries are presented in an attempt to provide a resource of ideas, to offer an array of potential solutions, and to stimulate districts to include a review of other Title I programs in their planning.

Availability: Copies were distributed to all South Carolina school districts and state agencies. Additional copies are available for distribution from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 055

ESEA Title I Migrant Evaluation Report for FY 1979, January 1980, 45 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I, Migrant Education

Abstract: This publication reports the effectiveness of the Title I migrant program in South Carolina, including numbers of students served, funds expended, and personnel employed. The report is intended to fulfill the state's reporting requirement to the U.S. Office of Education as well as dissemination to other states and South Carolina school districts.

Districts may use the state report to compare the effectiveness of their locally administered Title I migrant programs with the state averages.

Availability: Copies have been disseminated to all South Carolina school districts. Additional copies are available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 056

ESEA Title I Migrant Evaluation Report for FY 1978, November 1978, 45 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title I, Migrant Education

Abstract: This publication reports the effectiveness of the Title I migrant program in South Carolina, including numbers of students served, funds expended, and personnel employed. The report is intended to fulfill the state's reporting requirement to the U.S. Office of Education as well as dissemination to other states and South Carolina school districts.

Districts may use the state report to compare the effectiveness of their locally administered Title I migrant programs with the state averages.

Availability: Copies have been disseminated to all South Carolina school districts. A limited number of additional copies is available from the Allocations Section, Office of Federal Programs.

Cost: Free

SD 000 057

ESEA Title IV Manual for Preparing Grant Applications, August 1977, 66 pages, published by the Office of Federal Programs, Grants Section.

Major Descriptor(s): Federal Programs, ESEA Title IV

Abstract: This document is a manual for school district personnel to use in preparing applications for ESEA Title IV-C Innovation developmental grants. Application forms are included in the publication.

Availability: Copies are available for distribution to school district personnel in the state from the Grants Section of the Office of Federal Programs.

Cost: Free

SD 000 058

ESEA Title IV, Part B Dissemination Report for FY 1979, September 1979, 4 pages, published by the Office of Federal Programs, Allocations Section.

Major Descriptor(s): Federal Programs, ESEA Title IV

Abstract: The Title IV, Part B Dissemination Report is a compilation of information pertinent to the operation of this program in South Carolina. It was designed to present useful facts for the interested public. Included in this report are program purposes, operational information, and illustrative projects.

Availability: Copies are provided to local school districts in South Carolina, appropriate U.S. Office of Education officials, national Title IV administrators, and other interested agencies (by requests). Additional copies are available from the Office of Federal Programs.

Cost: Free

SD 000 059

ESEA Title IV-C Innovation Administration Manual, October 1977, 34 pages, published by the Office of Federal Programs.

Major Descriptor(s): Federal Programs, ESEA Title IV-C

Abstract: This publication provides local education agencies with guidelines for administering Title IV-C Innovation programs, and interprets the act and regulations as a basis

for understanding. This manual also provides information essential to the development and administration of projects funded by the Grants Section.

Availability: Copies are furnished to all state coordinators, project developers, project directors, and district superintendents. Remaining copies are available for distribution through the Grants Section of the Office of Federal Programs.

Cost: Free

SD 000 060

Profiles of ESEA Title IV-C Projects, June 1977, 37 pages, published by the Office of Federal Programs, Grants Section.

Major Descriptor(s): Federal Programs, ESEA Title IV-C

Abstract: This publication contains brief sketches of Title IV-C (P.L. 93-380) projects in operation in South Carolina in fiscal year 1977. The purpose of the publication is to create an interest among South Carolina educators in promising educational programs which may be appropriate for implementation.

Availability: Copies were distributed to all Title IV state coordinators, project directors, and superintendents. Further copies can be received upon request, as long as the supply lasts, from the Grants Section of the Office of Federal Programs.

Cost: Free

KINDERGARTEN

SD 000 015

South Carolina Kindergarten Philosophy and Program Development, November 1979, 4 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Kindergarten

Abstract: This publication provides educators the kindergarten philosophy recognized by the South Carolina Department of Education. The philosophy includes the eighteen kindergarten objectives as well as a section concerning specifics of developing an effective kindergarten program.

Availability: Copies are available from the School Services Section in the Office of General Education.

Cost: Free

SD 000 016

"Does Your Child Need Kindergarten?" 1977, 2 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Kindergarten

Abstract: This leaflet is intended for distribution to parents of five-year-old children. Suggested distribution times include: pre-registration in the spring, fall registration, meetings of parents of kindergarteners, regular PTA meetings, and parent-teacher conferences. The pamphlet emphasizes the values of kindergarten and explains the objectives.

Availability: Copies may be obtained upon request from the School Services Section in the Office of General Education.

Cost: Free

SD 000 017

Kindergarten Facilities Guidebook, August 1976, 18 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Early Childhood Education, Kindergarten, Facility Planning

Abstract: The guidebook provides specific information for planning indoor and outdoor space for early childhood education programs. The resource might be used by architects, superintendents, principals, teachers, or those persons designated at the district level responsible for building and maintenance.

Availability: Approximately five hundred (500) copies are available for restricted distribution to architects and planners for school buildings from the School Services Section of the Office of General Education.

Cost: $1.50 per copy

SD 000 018

An Aide Is Not a Maid and Some Other Things Teachers Should Know About Working with Kindergarten Aides, 1979, 22 pages, published by the Office of General Education.

Major Descriptor(s): Early Childhood Education, Kindergarten, Teacher Aides

Abstract: This publication for kindergarten teachers addresses suggested responsibilities for aides, teachers' responsibilities to aides, training of aides, and the importance of communication between teachers and aides.

Availability: Copies are available from the Early Childhood Education Consultants in the School Services Section of the Office of General Education.

Cost: Free to public school personnel

POSTSECONDARY EDUCATION

SD 000 109

Summary Report of College Entrance Examination Board Scores for South Carolina Students, February 1979, 16 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Postsecondary Education

Abstract: This publication describes the scholastic aptitude scores and achievement test scores of 1977 and 1978 graduates in South Carolina high schools and compares these scores to scores made by graduates nationally.

Availability: Copies are available upon request from the School Services Section in the Office of General Education.

Cost: Free

SD 000 110

Post High School Scholarship Opportunities in South Carolina, 1977, 127 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Postsecondary Education

Abstract: This document is designed to provide students, guidance counselors, and financial aid officers with information concerning sources of financial assistance available to our students.

Availability: Copies are available upon request from the School Services Section in the Office of General Education.

Cost: Free

SD 000 111

Administrator's Guide to Post High School Education (Beauty and Barber Schools, Hospital and Nursing Schools, and Commercial Schools), January 1980, 18 pages, published by the Office of General Education, School Services Section.

Major Descriptor(s): Postsecondary Education

Abstract: Specific information is provided within this publication on post high school education programs in beauty and barber schools, hospital and nursing training schools, and commercial schools. Facts on admission requirements, costs, loans and scholarships available, programs offered, and campus life are listed.

Availability: Copies are available upon request from the School Services Section in the Office of General Education.

Cost: Free

PROGRAM DESCRIPTIONS

SD 000 282

Share Collection, April 1980, 127 pages, published by the Education Products Center.

Major Descriptor(s): Program Descriptions, Program Development

Abstract: *Share* is a collection of descriptive summaries of varied exemplary programs currently in operation in South Carolina school districts. The program summaries are classified into major categories. Each summary is intended to give primarily an overview of the particular program; for further details, a district contact person is listed at the bottom of each summary. The collection can be used by district administrators or consultants to study alternative programs or approaches before planning or implementing a new program. It is published annually; the 1980 edition contains eighty-three program descriptions from thirty-nine school districts.

Availability: Available upon request from the Education Products Center.

Cost: Free

STATISTICAL DATA

SD 000 153

Educational Trends in South Carolina, February 1980, 58 pages, published by the Office of Research.

Major Descriptor(s): Statistical Data

Abstract: *Trends* provides a variety of program information and supplements many other publications. The intended audience is the General Assembly, staff within the school districts, and the Department of Education.

Availability: Copies are available from the Education Products Center and the Office of Research within the Department of Education for a fee to cover the printing cost. The publication may be borrowed through the State Library and libraries of state-supported colleges.

Cost: $1.35 per copy

INSTRUCTIONAL MATERIALS

SD 000 115

A Pocketful of Reading Materials, August 1972 (revised annually), 79 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Reading Materials, Instructional Materials, Low Achievers

Abstract: This publication, which has an addendum published each year through 1979, is a materials list for low achievers in reading.

Availability: Copies may be obtained from the State Reading Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina public school reading personnel. There is a purchase price of $1.00 per copy for other requests, and a cost of $1.25 per copy for orders which must be mailed.

NEWSPAPERS

SD 000 113

Reach/Teach: A Series of Reading Lessons for Use in the Newspapers of South Carolina, 1977, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Reading Instruction, Newspapers

Abstract: *Reach/Teach* is a series of 186 lessons which are designed to help volunteers teach persons to read who cannot read well or who cannot read at all. The lessons include the most commonly used words appearing over a specified time in the newspaper with the largest circulation in the state. These lessons are being published in many newspapers throughout South Carolina.

Availability: Copies are available for distribution from the State Reading Consultants in the Curriculum Development Section of the Office of General Education.

Cost: Free to persons in South Carolina. There is a purchase price of $3.00 on out-of-state orders.

READING PROGRAMS

SD 000 116

Building Elementary Reading Programs, 1972, 27 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Reading Programs

Abstract: This publication is an administrator's guide for initiating and assessing a school's reading program and is directed toward elementary principals and district reading supervisors.

Availability: Copies are available, upon request, to elementary principals only, and the publication may be obtained from the State Reading Consultants in the Curriculum Development Section of the Office of General Education.

Cost: Free

SECONDARY EDUCATION

SD 000 114

Teaching Reading in South Carolina Secondary Schools, 1978, 102 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Reading Instruction, Secondary Education

Abstract: This publication is designed to assist secondary reading and subject area teachers, supervisors, and administrators in planning, implementing, and evaluating secondary reading programs.

Availability: One thousand copies are available for distribution from the State Reading Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina secondary language arts teachers. There is a purchase price of $3.00 per copy for other requests.

DATA PROCESSING

SD 000 012

Data Processing Services Available in South Carolina School Districts, February 1980, 49 pages, published by the Educational Data Center.

Major Descriptor(s): Data Processing

Abstract: This publication is divided into two segments. Segment one consists of survey results gathered and summarized from the survey forms, including the number of districts that have inhouse computers, the number of districts providing computer instruction, the number of school districts that utilize outside data processing contracted services, the number of districts which plan to use computer instruction, listing of districts and corresponding computer systems, and data processing contact persons. Segment two consists of survey forms returned by each district giving a detailed overview of the application of software and listing of hardware installed in the district.

The audience for this publication includes district data processing personnel, business managers, comptrollers, and anyone else interested in ongoing data processing activities at the district level.

If a district is considering installing software packages such as payroll, scheduling, etc., the publication denotes districts with similar operating software systems.

Availability: Fifteen copies remain in the Educational Data Center for distribution.

Cost: Free to LEA's. Other requestors must reproduce their copies.

social sciences

ECONOMICS

SD 000 121

Economics, 1970, 55 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Economics

Abstract: Major emphasis in this publication is placed on the causes and effects of economics concepts and practices. Teachers and students are advised that there are no easy solutions or quick answers. The guide is primarily for teachers called upon to teach economics. Key generalizations and major economic topics are presented with some suggested learning activities and thought-provoking material.

Availability: Out of print. One copy is available in the Education Products Center for perusal.

Cost: Not applicable

SD 000 122

People, Production and Profits: An Economics Kit for Teachers, K-12, 1976, 430 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Economics

Abstract: This kit provides teachers with the raw materials from which lesson plans may be prepared. Materials consist of (1) a list of concepts to be taught, explained in terms comprehensible at the target grade level; (2) suggested activities for teaching the concept at that grade level; and (3) resources on which the teacher can draw to implement and supplement the concept explanations and suggested activities.

Availability: Inasmuch as initial distribution has been made for use by teachers at the secondary level and has included two copies in the district offices for the elementary level, there is a very limited quantity of the kits remaining and these are reserved for new schools and classes. Therefore, the publication is not currently available for further distribution.

Cost: A copy is available for review in the Education Products Center.

ETHNIC STUDIES

SD 000 123

Ethnic Contributions to U.S. History, 1972, 72 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Ethnic Studies

Abstract: The purpose of this syllabus is to bring into proper focus the contributions of individuals and groups which have been too long mimimized and too often ignored. In order to do this, every effort was made to place these contributions in the framework of American history by maintaining continuity, and whenever possible, by filling the gaps with available evidence. Authentic research was utilized in every period. The guide is filled with suggested enrichment activities, and at the end of the syllabus, there is a comprehensive bibliography, divided into periods for the following subject areas: (1) Afro-Americans, (2) other ethnic groups, and (3) Black music.

Availability: Copies may be obtained from the Social Studies Consultants in the Curriculum Development Section of the Office of General Education.

Cost: One copy is provided free-of-charge to each teacher of U.S. History at the senior high level; others are available at a cost of $1.25 per copy.

POLITICAL SCIENCE

SD 000 124

Totalitarianism-Democracy: Comparative Government, 1970, 83 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Political Science

Abstract: This guide presents a revealing comparative study of the political, economic, scientific, cultural, religious, and educational aspects of both forms of government. There is a continuous demand for its use by senior high teachers since it leads to a thorough study of all the "-isms." The publication gives valuable sources for supplementary printed and audiovisual materials of instruction. In grades 10-12, the guide may be used with world history, American history, economics, or political science.

Availability: Out of print. One copy is available in the Education Products Center for perusal.

Cost: Not applicable

SD 000 125

Guide for Teaching Civics, 1970, 21 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Political Science

Abstract: Civics is receiving increased emphasis because of the very nature of its offerings. In our present society, only an informed citizen can give enlightened interpretation and proper guidance. This guide was published to aid the teacher in doing a better job and to provide the student with meaningful projects.

Availability: Copies may be obtained from the Social Studies Consultants in the Curriculum Development Section in the Office of General Education.

Cost: A copy is provided free of charge to each teacher of civics; others are available at a cost of $1.25 per copy.

SOCIAL STUDIES

SD 000 120

Operation RX: Prescription for Improving Skills in Social Studies, 1975, 50 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies

Abstract: This publication contains suggested activities designed to help students accomplish the kinds of objectives measured by the Comprehensive Tests of Basic Skills (CTBS) Social Studies Subtest, which is administered statewide to South Carolina students in grades 3, 6, and 11. The objectives, which constitute a subset of social studies objectives appropriate to these levels, are identified with each activity.

Availability: Out of print. One copy is available in the Education Products Center for perusal.

Cost: Not applicable

SD 000 126

PROJECT 18, 1974, 23 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, Secondary Education

Abstract: This guide is designed to help students, who are now (or soon to be) eighteen years of age, cast a responsible vote and to participate actively in the election process. The ratification of the Twenty-Sixth Amendment to our federal

Constitution calls upon all senior high social studies teachers to intensify their efforts to help students participate in an informal, responsible manner in our democratic society. The guide is valuable for its practice for real activities and projects.

Availability: Out of print. One copy is available in the Educat[illegible] Products Center for perusal.

Cost: Not applicable

SD 000 127

The Palmetto State, 1975, 129 pages, published by the Office of General Education, Curriculum Development Section.

Major Descriptor(s): Social Studies, South Carolina History

Abstract: The primary purpose of this handbook is to assist teachers of South Carolina history in presenting the history of our state in an interesting and effective manner. The publication highlights South Carolina's present government functions, natural resources, and scenic, recreational, and historic attractions.

Availability: Copies may be obtained from the Social Studies Consultant in the Curriculum Development Section of the Office of General Education.

Cost: Free to South Carolina educators. Cost to out-of-state educators is $1.25 per copy.

TESTING PROGRAMS

SD 000 145

South Carolina Statewide Testing Program, 1977-78, General Report, November 1978, 165 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: *The Statewide Testing Program, 1977-78, General Report* provides a detailed review of the testing program, including methodology, based upon the Comprehensive Tests of Basic Skills, Form S (CTBS/S), interpretations of the test scores and score reports, and techniques for utilizing the test data to improve instruction. The 1977-78 results are compared with the 1976-77 results. Comparisons are also made with national performance, as well as across grade levels and among subgroups.

The General Report should be useful to educational researchers, school and district administrators, and those involved in planning for instructional improvement.

Availability: Copies are available from the Education Products Center.

Cost: Free

SD 000 146

South Carolina Statewide Testing Program, 1977-78, Summary Report, November 1978, 23 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: *The South Carolina Statewide Testing Program, 1977-78, Summary Report* summarizes the methodology of the testing program based on the Comprehensive Tests of Basic Skills, Form S (CTBS/S), interprets test scores, and compares 1977-78 results to results in 1976-77. Comparisons are also made with national performance and across grade levels. The report is designed to assist principals, teachers, and lay people interpret score reports and state data.

Availability: Copies are available from the Education Products Center.

Cost: Free

SD 000 147

South Carolina Statewide Testing Program, 1978-79, Summary Report, October 1979, 25 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: *The South Carolina Statewide Testing Program, 1978-79, Summary Report* summarizes the methodology of the testing program based on the Comprehensive Tests of Basic Skills, Form S (CTBS/S), interprets test scores, and compares 1978-79 results to results in 1977-78. Comparisons are also made with national performance and across grade levels. The report is designed to assist principals, teachers, and lay people interpret score reports and state data.

Availability: Copies are available from the Education Products Center.

Cost: Free

SD 000 148

Statewide Testing Program, 1976-77, Summary Report, September 1977, 29 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: This publication is intended to provide answers to questions that local school personnel may ask about the 1976-77 South Carolina statewide testing program. These questions center primarily on the operation of the testing program and the results of the administration of the Comprehensive Tests of Basic Skills to South Carolina's 2nd, 6th, and 11th grade public school students.

Availability: A limited number of copies is available for distribution from the Education Products Center and the Office of Research.

Cost: Free

SD 000 149

Statewide Testing Program, 1976-77, General Report, August 1977, 177 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: This publication, designed for use primarily by individuals with a basic knowledge in measurement, is a comprehensive report on the operations and results of the 1976-77 statewide testing program. The majority of the report is devoted to a

discussion of the results of the administration of the Comprehensive Tests of Basic Skills to South Carolina's 3rd, 6th, and 11th grade public school students. Information on the nature of the statewide testing program and the methodology utilized, as well as interpretation of the test scores, is provided.

Availability: A limited supply of copies is available for distribution from the Education Products Center and the Office of Research.

Cost: Free

SD 000 150

Handbook for the Release of Test Data, April 1979, 40 pages, published by the Office of Research.

Major Descriptor(s): Testing Programs, Test Interpretation

Abstract: The publication was designed for school personnel who may be queried by the public about the statewide testing program or who may be responsible for the release of STP data. The handbook puts forth answers to the most commonly asked questions about the Comprehensive Tests of Basic Skills and gives suggested procedures for preparing a news release and informing the various segments of the public about test data.

Availability: A limited supply of copies is available from the Education Products Center.

Cost: Free

subject index

ACCOUNTABILITY

SD 000 279 *South Carolina FY 1978 Accountability Report for Vocational-Technical Education,* 137 pages. 92

ADMINISTRATIVE ORGANIZATION

SD 000 001 *School Districts of South Carolina Organization and Administration, January 1979,* 51 pages. 3

AFFECTIVE EDUCATION

SD 000 154 *Affective Education Handbook,* 1979, 119 pages. 49

ART EDUCATION

SD 000 002 *Arts, Arts, Arts, Arts,* 1974, 24 pages. 9

SD 000 003 *Arts Education Programs,* 1975, 19 pages. 9

SD 000 004 *Administrator's Handbook for Art Education,* 1972, 48 pages. 9

ATTENDANCE SERVICES

SD 000 005 *Attendance Services: A Guide for Attendance Supervisors,* June 1980, 25 pages. 3

SD 000 006 *A Guide to Attendance Services,* June 1980, 1-page pamphlet. 3

BASIC EDUCATIONAL DATA SYSTEM (BEDS)

SD 000 132 *Basic Educational Data System Staff Questionnaire for Secondary Schools,* Fall 1979, 29 pages. 4

SD 000 133 *Basic Educational Data System Staff Questionnaire for Elementary and Middle Schools,* Fall 1979, 29 pages. 4

BASIC SKILLS

SD 000 007 *State Objectives, Reading, Writing, and Mathematics, Grades K-12,* September 1979, 39 pages. 1

SD 000 008 *Report on the Implementation of the Basic Skills Assessment Program,* December 1979, 56 pages. 1

BOARD OF EDUCATION POLICY

SD 000 031 *Statement of Education Philosophy,* December 1976, 1 page. 5

BOARDS OF EDUCATION

SD 000 070 *The Role of the Local Board,* July 1978, 12 pages. 5

BREAKFAST PROGRAMS

SD 000 062 *Food . . .A Nice Warm Feeling,* 1980, 4 pages. 42

SD 000 063 *Food . . .A Nice Warm Feeling,* 1980, 12 pages. 42

SD 000 064 *Because of You . . .Food at School is a Nice Warm Feeling,* 1980, 4 pages. 42

CAREER AWARENESS

SD 000 009 *Your Future: A Listing of Job Descriptions from the World of Work,* April 1979, 28 pages. 15

CAREER EDUCATION

SD 000 173 *A Counselor's Guide to Career Education,* September 1976, 17 pages. 100

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153

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SD 000 139 *Teacher Salary Study, 1979-80,* March 1980, 95 pages. 27

SD 000 140 *Rankings of the Counties and School Districts of South Carolina, 1978-79,* March 1980, 303 pages. 17

SD 000 141 "Education in South Carolina, Selected Facts," May 1979, 1-page brochure. 19

STUDENT PLACEMENT

SD 000 076 *Staffing,* September 1976, 27-minute videotape. 39

SD 000 077 *Procedures for Survey, Screening, Evaluation, Placement, and Dismissal Into/Out of Programs for the Handicapped,* May 1976, 73 pages. 39

SD 000 078 *CATCH: Census of Adolescents and Tracking of Children with Handicaps,* September 1976, 54 pages. 39

STUDENT TRANSPORTATION

SD 000 142 *A Study of the State School Transportation System, 1979,* 229 pages. 7

SD 000 143 *School Bus Drivers' Handbook, 1979,* 56 pages. 7

TEACHER AIDES

SD 000 018 *An Aide Is Not a Maid and Some Other Things Teachers Should Know About Working with Kindergarten Aides,* 1979, 22 pages. 113

SD 000 093 *Guidelines for the Training of Teacher Aides in Programs for the Handicapped,* November 1979, 10 pages. 40

TEACHER CERTIFICATION

SD 000 144 *Requirements for Teacher Education and Certification,* revised November 1976, 72 pages. 98

TEACHER EDUCATION

SD 000 144 *Requirements for Teacher Education and Certification,* revised November 1976, 72 pages. 98

TESTING PROGRAMS

SD 000 145 *South Carolina Statewide Testing Program, 1977-78, General Report,* November 1978, 165 pages. 123

SD 000 146 *South Carolina Statewide Testing Program, 1977-78, Summary Report,* November 1978, 23 pages. 123

SD 000 147 *South Carolina Statewide Testing Program, 1978-79, Summary Report,* October 1979, 25 pages. 124

SD 000 148 *Statewide Testing Program, 1976-77, Summary Report,* September 1977, 29 pages. 124

SD 000 149 *Statewide Testing Program, 1976-77, General Report,* August 1977, 177 pages. 124

SD 000 150 *Handbook for the Release of Test Data,* April 1979, 40 pages. 125

TEXTBOOKS

SD 000 151 *1980 Supplement to the Catalogue of Adopted Textbooks for Use in South Carolina Public Schools,* March 1980, 33 pages. 8

SD 000 152 *Rules and Regulations for Free Textbooks,* April 1979, 6 pages. 8

TREND ANALYSIS

SD 000 153 *Educational Trends in South Carolina,* February 1980, 58 pages. 115

VISUALLY HANDICAPPED

SD 000 094 *Orientation and Mobility Instruction for the School-Aged Child,* Winter 1979, 13 pages. 40

SD 000 095 *Instructional Guidelines for Teaching Visually Handicapped Children,* January 1976, 210 pages. 41

VOCATIONAL EDUCATION

Affective Education

SD 000 154 *Affective Education Handbook,* 1979, 119 pages. 49

157

Agricultural Chemical Occupations

SD 000 155 *Chemical Salesman, Chemical Applicator V-TECS Catalog,* 1980, 127 pages. 49

Agricultural Machinery

SD 000 156 *Plans for Learning Stations—Tractor Mechanics,* September 1979, 95 pages. 50

SD 000 157 *Tractor Mechanic Check Sheets for Modules,* January 4, 1978, 80 pages. 50

SD 000 158 *Tractor Mechanics Modules 1-19,* January 1978, 63 pages. 50

SD 000 159 *Tractor Mechanics Modules 20-33,* January 1978, 52 pages. 51

SD 000 160 *Tractor Mechanics Modules 34-48,* June 1979, 325 pages. 51

SD 000 161 *Tractor Mechanics Modules 49-77,* 1979, 78 pages. 52

SD 000 162 *Tractor Mechanics Modules 78-96,* June 1979, 158 pages. 52

Animal Science

SD 000 163 *Beef Cattle—Selection and Evaluation,* June 1980, 45 pages. 53

SD 000 164 *Grading Slaughter and Feeder Cattle* (filmstrip, cassette tape and printed script), June 1980, 98 frames. 53

SD 000 165 *Grading Slaughter Hogs and Feeder Pigs* (filmstrip, cassette tape and printed script), June 1980, 67 frames. 53

SD 000 166 *Swine Selection and Evaluation,* June 1980, 43 pages. 54

Auto Mechanics

SD 000 167 *Overhauling the 283 or 302 GM Engine,* 1976, 15 pages. 54

SD 000 168 *V-TECS Auto Body Repairman,* March 1977, 73 pages. 54

SD 000 169 *V-TECS Automotive Mechanics,* 1977, 243 pages. 55

SD 000 170 *V-TECS Small Engine Repair,* March 1977, 190 pages 55

Career Education

SD 000 173 *A Counselor's Guide to Career Education,* September 1976, 17 pages. 100

SD 000 174 *A Teacher's Guide to Career Education,* September 1975, K-5 (224 pages), 6-8 (124 pages), and 9-12 (513 pages). 100

SD 000 175 *Career Education,* 1974, 51 pages. 101

SD 000 176 *Career Education in South Carolina,* March 1975, 18 pages. 101

SD 000 177 *Career Education for the Exceptional Student,* July 1979, 106 pages. 101

SD 000 178 *Career Education Resources,* September 1978, 325 pages. 102

SD 000 179 *Ideas for Classroom Activities in Career Development,* 1974, 37 pages. 102

SD 000 180 *Implementation of a Career Education Project: Spartanburg District Five Schools,* 1975, 38 pages. 103

SD 000 181 *Methods of Evaluation and Career Education,* October 1978, 204 pages. 103

SD 000 182 *Career Education: Mini-Course Curriculum Guide,* July 1979, 34 pages. 103

SD 000 183 *Research and Development Project in Career Education: The Batesburg-Leesville Way,* 1974, 68 pages. 104

SD 000 184 *South Carolina Career Education Needs Assessment Survey,* October 1978, 127 pages. 104

SD 000 185 *South Carolina State Plan for the Administration of Career Education,* October 1978, 96 pages. 104

SD 000 186 *State Level Career Education Evaluation Instrument,* October 1978, 142 pages. 105

Cosmetology

SD 000 187 *V-TECS: Cosmetology,* September 1977, 135 pages. 56

Custodian Training

SD 000 188 *Handbook for Custodians in the Public Schools of South Carolina,* June 1976, 56 pages. 56

Distributive Education

SD 000 189 *A Handbook for Training Sponsors,* June 1977, 8 pages. 57

159

SD 000 190 *Color in Display,* 1979, instructor's manual—19 pages, student manual—8 pages. 57

SD 000 191 *Distributive Education—Student Handbook,* March 1978, 23 pages. 57

Economics

SD 000 192 *The American Free Enterprise System,* March 1979, instructor's manual—53 pages, student manual—24 pages, 12 transparencies. 58

Educational Planning

SD 000 193 *Local Plan for Vocational Education—FY 1980,* August 1978, 56 pages. 58

Electrical Occupations

SD 000 194 *The Age of Electricity,* 1977, 9 pages. 59

Facility Inventory

SD 000 195 *Instructions for Completing the Vocational Education Equipment Inventory Form,* October 1976, 23 pages. 59

Farm Management

SD 000 196 *Farm Business Manager, V-TECS Catalog,* June 1980, 110 pages. 59

Federal Legislation

SD 000 197 *The Vocational Education Act of 1976,* August 1977, 54 pages. 60

Floriculture

SD 000 198 *Floriculture Modules* (15), June 1979, 63 pages. 60

Health Education

SD 000 199 *Caring Is a Health Career,* 3 pages. 61

SD 000 200 *Caring Is a Health Career,* February 1976, slide/tape show. 61

Home Economics Education

SD 000 201 *A Resource Unit for Adult Programs in Home Economics Education,* 1976, 51 pages. 61

SD 000 202 *Clothing and Textiles Resource Unit: Sewing on Knits,* 1977, 19 pages. 62

SD 000 203 *Consumer and Homemaking Education Progress Charts,* April 1977. 62

SD 000 204 *Cooking for One or Two,* 1976, 26 pages. 63

SD 000 205 *Creative Baking,* December 1975, 11 pages. 63

SD 000 206 *Family Life Education Resource Unit: Self-Concept,* 1977, 16 pages. 63

SD 000 207 *Family Life Education Resource Unit: Single Living,* 1977, 16 pages. 64

SD 000 208 *Fashion on Parade,* with twenty-two (22) slides, 1975, 27 pages. 64

SD 000 209 *Foods and Nutrition Resource Unit: Entertaining,* 1977, 16 pages. 64

SD 000 210 *Furnishing an Apartment with Great Ideas Plus Small Change.* 65

SD 000 211 *Growing Vegetables at Home,* December 1975, 14 pages. 65

SD 000 212 *Housing and Home Furnishings Resource Unit: Landscaping the Homegrounds,* 1977, 16 pages. 65

SD 000 213 *Low Cost Meals,* December 1975, 11 pages 66

SD 000 214 *Preserving Food at Home,* December 1975, 24 pages. 66

SD 000 215 *Recycle Your Wardrobe,* December 1975, 14 pages. 66

SD 000 216 *Refinishing Furniture,* December 1975, 19 pages. 67

SD 000 217 *Simple Home Repairs,* December 1975, 17 pages. 67

SD 000 218 *Window Treatment and Other Home Furnishings,* December 1975, 16 pages. 67

Horticulture

SD 000 219 *Decorating with Plants,* May 1976, 15 pages. 68

SD 000 220 *Gardening and Groundskeeping,* Volume I, LAP's 1 42, 1979, 99 pages. 68

SD 000 221 *Gardening and Groundskeeping,* Volume II, LAP's 43-84, 1979, 91 pages. 68

SD 000 222 *Greenhouse Production,* 1979, 70 pages. 69

Instructional Materials

SD 000 223 *Curriculum Development Priorities* (Vocational Education), April 1980, 106 pages. 69

SD 000 224 *Instructional Materials Evaluation Plan Manual*, September 1979, 13 pages. 70

Machinery Industry

SD 000 225 *V-TECS: Machine Shop*, September 1977, 231 pages. 70

Media Technology

SD 000 226 *V-TECS: Radio and Television*, September 1977, 230 pages. 70

Needs Assessment

SD 000 227 *Assessment of Vocational and Technical Education Needs in South Carolina*, December 1979, 602 pages. 92

SD 000 228 *Employer Needs Assessment for Anderson, Oconee, and Pickens Counties*, July 1978, 196 pages. 71

SD 000 229 *South Carolina Vocational Education Curriculum Development Needs Assessment*, July 1979, 240 pages. 71

SD 000 230 *South Carolina Office of Vocational Education Mission Study*, March 1980, 48 pages. 72

SD 000 231 *Vocational Education Needs Assessment Handbook*, April 1980, 157 pages. 72

Office Occupations Education

SD 000 232 Accounting Forms, Posting of Journals, Adjusting Entries, Closing Entries, Ruling and Balancing Accounts—Transparencies for Accounting Information, August 1977. 73

SD 000 233 *Bankteller Modules*, 1979, 400 pages. 73

SD 000 234 *Bookkeeping/Accounting/Payroll Clerk V-TECS Catalog*, 1979, 122 pages. 73

SD 000 235 *Bookkeeping Modules*, 1979, 330 pages. 74

SD 000 236 *Cooperative Office Education Manual*, September 1976, 110 pages. 74

SD 000 237 *Coordinating and Performing Activities for Employer*, 1978, 93 pages. 75

SD 000 238 *Filing Alphabetically—Basic Rules,* 1978, 259 pages. 75

SD 000 239 *Free Enterprise in the Office Occupations Education Curriculum,* 1978, 21 pages. 75

SD 000 240 *Ideas for Office Occupations Education,* April 1978, 33 pages. 76

SD 000 241 *Inspecting and Evaluating: Inspect, Verify, and Correct Data,* 1977, 82 pages. 76

SD 000 242 *Learning Activity Packages for the V-TECS Secretarial Catalog of Performance Objectives, Criterion-Referenced Measures and Performance Guides for Stenographic, Typing, and Related Occupations,* 1977, 20 pages. 77

SD 000 243 *Letter Styles for Office Occupations Education,* December 1976, 10-page narrative, 41 transparencies, 1 cassette. 77

SD 000 244 *Letter Styles for Office Occupations,* January 1977, 10-page booklet with 36 samples. 78

SD 000 245 *Maintaining Office Equipment: Instructor's Manual,* 1977, 305 pages. 78

SD 000 246 *Office Occupations Simulations Task and In-Basket,* 1978, 180 pages. 78

SD 000 247 *Organizing and Planning: Determine Requirements for Utilization of Equipment and Supplies,* 1978, 42 pages. 79

SD 000 248 *Pathways to Office Careers,* March 1977, 10 pages. 79

SD 000 249 *Performing Clerical Activities—V-TECS Support Materials,* 1978, 88 pages. 79

SD 000 250 *Performing Receptionist Activities—V-TECS Support Materials,* 1978, 73 pages. . . . 80

SD 000 251 *Performing Stenographic Activities—V-TECS Support Materials,* 1978, 77 pages. . . . 80

SD 000 252 *Process Incoming and Forward Mail—Instructor's and Students's Manual,* 1978, 193 pages. 81

SD 000 253 *Record Keeping I and II Transparencies,* 1977, 45 pages. 81

SD 000 254 *Script for Recruitment: Office Occupations,* 1978, 6 pages, 70 slides, and 1 cassette tape. 81

SD 000 255 *Supervising and Implementing—Plan Work for Yourself,* 1977, 96 pages. 82

SD 000 256 *Taking Inventory—V-TECS Support Materials,* 1978, 132 pages. 82

SD 000 257 *Teacher Key for Business Math in Everyday Life,* March 1977, 12 pages. 83

SD 000 258 *The Flower Boutique: A Business Simulation* (student and teacher manuals), August 1977. 83

183

SD 000 259 *Timed Writings,* March 1977, 77 pages. 83

SD 000 260 *V-TECS Secretarial Catalog, Student and Teacher Support Materials—Instructor's Manual and Student's Manual,* 1977, 306 pages. 84

SD 000 261 *V-TECS Secretarial, Stenographic, Typing, and Related Occupations,* October 1976, 162 pages. 84

Parenthood Education

SD 000 262 *Education for Parenthood,* September 1979, 400 pages (curriculum guide, filmstrips, tape, and transparencies). 85

SD 000 263 *Education for Parenthood Curriculum Guide,* September 1978, 264 pages. 85

SD 000 264 *Preparation for Parenthood,* December 1975, 22 pages. 86

Performance-Based Education

SD 000 265 *Performance-Based Vocational Education (PBVE),* 1978, 140 pages. 86

Plumbing

SD 000 266 *Plumbing and Pipefitting—Vocational Career Exploration,* September 1978, filmstrip, cassette, and 6-page script. 87

SD 000 267 *V-TECS Plumbing,* 1977, 220 pages. 87

Prevocational Education

SD 000 268 *Guidelines for Administrators, Counselors and Teachers of Prevocational Education Programs in South Carolina Public Schools,* January 1976, 23 pages. 87

SD 000 269 *Prevocational Instructional Materials,* 1979, 3302 pages, 174 transparencies, 14 slide programs (710 frames). 88

For related documents see:

SD 000 074 *Pre-Vocational Needs of Deaf-Blind Youths,* September 1978, 115 pages. 88

Program Planning

SD 000 270 *VRCU Handbook,* 1977, 28 pages. 88

SD 000 271 *VRCU Brochure,* November 1977, 3 pages. 89

Public Relations

SD 000 272 *Public Relations Handbook for Vocational Educators,* December 1979, 60 pages. . . 89

Soil Science

SD 000 273 *Soil Identification and Treatment,* September 1976, 74 pages. 89

SD 000 274 *Soils Transparencies,* October 1977, 41 transparencies. 90

Statewide Planning

SD 000 275 *FY 77 South Carolina State Plan for Vocational Education Programs,* July 1976, 141 pages. 90

Textiles Instruction

SD 000 276 *V-TECS Textile Production,* March 1977, 70 pages. 91

Welding

SD 000 277 *V-TECS Welding,* 1977, 67 pages. 91

SD 000 278 *Welding–Vocational Career Exploration,* September 1978, filmstrips, cassette, and 6-page script. 91

VOCATIONAL/TECHNICAL EDUCATION

Accountability

SD 000 279 *South Carolina FY 1978 Accountability Report for Vocational-Technical Education,* 137 pages. 92

Statewide Planning

SD 000 280 *FY 1980 South Carolina State Plan for Vocational-Technical Education,* December 1979, 258 pages. 93

SD 000 281 *FY 1980 State Plan for Vocational-Technical Education: Appendix,* June 1979, 28 pages. 93

185

institution index

DIVISION OF ADMINISTRATION AND PLANNING

Educational Data Center

SD 000 012 *Data Processing Services Available in South Carolina School Districts,* February 1980, 49 pages 118

SD 000 132 *Basic Educational Data System Staff Questionnaire for Secondary Schools,* Fall 1979, 29 pages. 4

SD 000 133 *Basic Educational Data System Staff Questionnaire for Elementary and Middle Schools,* Fall 1979, 29 pages. 4

Office of Planning

SD 000 001 *School Districts of South Carolina Organization and Administration, January 1979,* 51 pages. 3

SD 000 008 *Report on the Implementation of the Basic Skills Assessment Program,* December 1979, 56 pages. 1

SD 000 029 *School Laws of South Carolina, 1976,* 331 pages. 28

SD 000 030 *Educational Statutes Enacted in South Carolina, 1979,* 276 pages. 28

SD 000 031 *1978 Cumulative Supplement to School Laws of South Carolina, 1976,* 82 pages. . . 28

SD 000 032 *1977 Supplement to School Laws of South Carolina, 1976,* 57 pages. 29

SD 000 033 *Students' Rights,* February 1975, 25 pages. 29

SD 000 069 *The Legal Base for Education,* July 1978, 29 pages. 30

SD 000 070 *The Role of the Local Board,* July 1978, 12 pages. 5

SD 000 128 *South Carolina's Long-Range Plan for Continuous Upgrading of Education,* June 1978, 166 pages. 6

SD 000 129 *South Carolina's Long-Range for Continuous Upgrading of Education,* June 1977, 235 pages. 6

SD 000 130 *South Carolina's Fifteen Major Objectives for 1980-81,* July 1977, 21 pages. 7

SD 000 131 *Statement of Education Philosophy,* December 1976, 1 page. 5

Office of Research

SD 000 007 *State Objectives, Reading, Writing, and Mathematics, Grades K-12,* September 1979, 39 pages. 1

SD 000 010 *South Carolina First Grade Pilot Project 1976-77: The Effects of Class Size on Reading and Mathematics Achievement,* January 1978, 106 pages. 45

SD 000 011 *South Carolina First Grade Pilot Project 1976-77: The Effects of Class Size on Reading and Mathematics Achievement, Summary,* January 1978, 17 pages. 45

SD 000 134 *Enrollment Projections for South Carolina Schools, 1979 through 1985,* May 1979, 35 pages. 18

SD 000 135 *Births, Projected First Grade Enrollments, High School Graduates, and Number Entering College for the State and the Counties, 1979-85,* September 1979, 48 pages. 18

SD 000 136 *Annual Salary Study—Superintendents and Principals, 1978-79,* March 1979, 32 pages. 26

SD 000 137 *Annual Salary Study—Superintendents and Principals, 1979-80,* May 1980, 40 pages. 26

SD 000 138 *Supplemental Salary Study—Selected School, District, and County Personnel, 1978-79,* April 1979, 24 pages. 26

SD 000 139 *Teacher Salary Study, 1979-80,* March 1980, 95 pages. 27

SD 000 140 *Rankings of the Counties and School Districts of South Carolina, 1978-79,* March 1980, 303 pages. 17

SD 000 141 "Education in South Carolina, Selected Facts," May 1979, 1-page brochure. 19

SD 000 145 *South Carolina Statewide Testing Program, 1977-78, General Report,* November 1978, 165 pages. 123

SD 000 146 *South Carolina Statewide Testing Program, 1977-78, Summary Report,* November 1978, 23 pages. 123

SD 000 147 *South Carolina Statewide Testing Program, 1978-79, Summary Report,* October 1979, 25 pages. 124

SD 000 148 *Statewide Testing Program, 1976-77, Summary Report,* September 1977, 29 pages. . 124

SD 000 149 *Statewide Testing Program, 1976-77, General Report,* August 1977, 177 pages. . . . 124

SD 000 150 *Handbook for the Release of Test Data,* April 1979, 40 pages. 125

SD 000 153 *Educational Trends in South Carolina,* February 1980, 58 pages. 115

Education Products Center

SD 000 282 *Share Collection*, April 1980, 127 pages. 115

DIVISION OF INSTRUCTION

Office of General Education

School Services Section

SD 000 005 *Attendance Services: A Guide for Attendance Supervisors*, June 1980, 25 pages. 3

SD 000 006 *A Guide to Attendance Services*, June 1980, 1-page pamphlet. 3

SD 000 009 *Your Future: A Listing of Job Descriptions from the World of Work*, April 1979, 28 pages. 15

SD 000 014 *Early Childhood Education in South Carolina*, 1979, 203 pages. 105

SD 000 015 *South Carolina Kindergarten Philosophy and Program Development*, November 1979, 4 pages. 112

SD 000 016 "Does Your Child Need Kindergarten?" 1977, 2 pages. 113

SD 000 017 *Kindergarten Facilities Guidebook*, August 1976, 18 pages. 113

SD 000 018 *An Aide Is Not a Maid and Some Other Things Teachers Should Know About Working with Kindergarten Aides*, 1979, 22 pages. 113

SD 000 019 "The Puzzle of Parenting," 1978, 1-page brochure. 20

SD 000 020 *How and What Your Child Learns Through Play*, 1977, 28 pages. 20

SD 000 021 *How Your Child Learns About Math*, 1977, 16 pages. 21

SD 000 022 *How Your Child Learns To Talk*, 1977, 17 pages. 21

SD 000 023 *How Your Child Learns To Read*, 1977, 16 pages. 22

SD 000 024 *Parent and Child*, 1978, 16 pages. 22

SD 000 025 *Good Feelings Between You and Me*, 1978, 23 pages. 23

SD 000 026 *How To Help Your Child Think and Reason*, 1979, 8 pages. 23

SD 000 027 *Biscuits and Band-Aids*, 1978, 36 pages. 24

SD 000 028 *Learning Through Language*, 1971, 59 pages. 96

SD 000 071 *Administrator's Guide for Guidance-by-Objectives Programs in South Carolina Secondary Schools,* August 1979, 29 pages. 15

SD 000 072 *Directory of South Carolina Guidance Personnel, 1976-77,* Spring 1977. 16

SD 000 098 *Each Child Is Unique: IGE in South Carolina,* December 1978, 16 pages. 47

SD 000 099 *Learning Centers: Children Alive,* 1980, 43 pages. 48

SD 000 100 *List of Sources of Selection: Library Materials for South Carolina Elementary and Secondary Media Centers,* 1977. 95

SD 000 102 *Media Programs: An Evaluation Guide,* January 1978, 27 pages. 95

SD 000 103 *The Middle School Recipe Book,* October 1977, 300 pages. 16

SD 000 109 *Summary Report of College Entrance Examination Board Scores for South Carolina Students,* February 1979, 16 pages. 114

SD 000 110 *Post High School Scholarship Opportunities in South Carolina,* 1977, 127 pages. . . . 114

SD 000 111 *Administrator's Guide to Post High School Education (Beauty and Barber Schools, Hospital and Nursing Schools, and Commercial Schools),* January 1980, 18 pages. 114

Curriculum Development Section

SD 000 002 *Arts, Arts, Arts, Arts,* 1974, 24 pages. 9

SD 000 003 *Arts Education Programs,* 1975, 19 pages. 9

SD 000 004 *Administrator's Handbook for Art Education,* 1972, 48 pages. 9

SD 000 013 *Prevention/Intervention Substance Abuse,* 1978, 78 pages. (For related documents, see SD 000 119.) 11

SD 000 039 *The Energy Book,* August 1975, 29 pages. 46

SD 000 040 *Writing About Writing,* 1978, 38 pages. 47

SD 000 041 *To The Point,* Spring 1978, Update 1979, 48 pages. 47

SD 000 042 *Operation RX: Common Sense in Using Standardized English Texts for Diagnostic and Prescriptive Purposes,* 1975, 25 pages. 45

SD 000 043 *Environmental Education: A Sourcebook for Educators,* March 1976, 155 pages. . . 105

SD 000 044 *Back to the Basics with an Environmental Education Program,* 1979, 17 pages. . . . 106

SD 000 045 *Resources for Environmental Education,* 1977-78, 74 pages. 106

SD 000 048 *Places and Spaces for Learning,* 1977, 50 pages. 25

SD 000 065 *Alternative Programming for the Gifted,* 1976, 38 pages. 96

SD 000 066 *Gifted/Talented: An Identification Model,* 1976, 56 pages. 97

SD 000 067 *CATALYST: Gifted and Talented,* August 1977, 45 pages. 97

SD 000 068 *Guidelines for In-service Education: Gifted and Talented,* 1976, 39 pages. 97

SD 000 097 "Getting a Healthy Start" (K-2), May 1976, 122 pages; "Following Good Health" (3-5), 148 pages; "Health Problems—You Make the Decision" (6-8), 154 pages; "Your Health, Your Future, You Plan It" (9-12), 170 pages. 43

SD 000 101 *MATHLIST for Motivation and Achievement,* revised 1975, 33 pages. 48

SD 000 106 *Music in the Middle School,* 1972, 26 pages. 10

SD 000 107 *Planning the Elementary Music Curriculum, K-6,* 1969, 35 pages. 10

SD 000 108 *Guide for Teaching Physical Education, Grades 1-6,* 1971, 309 pages. 99

SD 000 112 *Operation RX: Reading,* 1975, 49 pages. 46

SD 000 113 *Reach/Teach: A Series of Reading Lessons for Use in the Newspapers of South Carolina,* 1977. 116

SD 000 114 *Teaching Reading in South Carolina Secondary Schools,* 1978, 102 pages. 117

SD 000 115 *A Pocketful of Reading Materials,* August 1972 (revised annually), 79 pages. 116

SD 000 116 *Building Elementary Reading Programs,* 1972, 27 pages. 117

SD 000 118 *Decisions, Decisions, Decisions,* 1978, 87 pages. 2

SD 000 119 *Human Behavior and Decision Making,* 1979, 99 pages. 11

SD 000 120 *Operation RX: Prescription for Improving Skills in Social Studies,* 1975, 50 pages. . . 121

SD 000 121 *Economics,* 1970, 55 pages. 119

SD 000 122 *People, Production and Profits: An Economics Kit for Teachers, K-12,* 1976, 430 pages. 119

SD 000 123 *Ethnic Contributions to U.S. History,* 1972, 72 pages. 120

SD 000 124 *Totalitarianism-Democracy: Comparative Government,* 1970, 83 pages. 120

SD 000 125 *Guide for Teaching Civics,* 1970, 21 pages. 121

SD 000 126 *PROJECT 18,* 1974, 23 pages. 121

SD 000 127 *The Palmetto State,* 1975, 129 pages. 122

Office of Programs for the Handicapped

SD 000 073 *Data Report on Programs for the Handicapped, 1978-1979,* March 1980, 32 pages. . . 31

SD 000 074 *Pre-Vocational/Vocational Needs of Deaf-Blind Youths,* September 1978, 115 pages. . 31

SD 000 075 *A Handbook for Hearing Officers,* 1978, 37 pages. 32

SD 000 076 *Staffing,* September 1976, 27-minute videotape. 39

SD 000 077 *Procedures for Survey, Screening, Evaluation, Placement, and Dismissal Into/Out of Programs for the Handicapped,* May 1976, 73 pages. 39

SD 000 078 *CATCH: Census of Adolescents and Tracking of Children with Handicaps,* September 1976, 54 pages. 39

SD 000 079 *Standards for Selecting Instructional Materials and Media for Handicapped Pupils,* 1976, 23 pages. 32

SD 000 080 *Instructional Materials and Media Recommended for Use with Handicapped Pupils,* January 1977, 50 pages. 33

SD 000 081 *Individual Educational Plan for Learning Disabilities Children,* July 1976, 95 pages. 33

SD 000 082 *Individualized Educational Plan for Handicapped Children,* Volumes I through XI, February 1976, each book approximately 47 pages. 34

SD 000 083 *OPH Overview,* Fall, Winter, and Spring 1979-80, 8 pages. 34

SD 000 084 *Guidelines for the Implementation of Programs for Pupils Who Are Orthopedically Handicapped,* April 1975, 25 pages. 35

SD 000 085 *Individually Prescribed Program of Instruction for Pupils Who Are Orthopedically Handicapped,* April 1977, 229 pages. 35

SD 000 086 *An Evaluation Design for the Educational Programs for Pupils Who Are Orthopedically Handicapped,* 1977, 34 pages. 36

SD 000 087 *Observable Signs of the Preschool Handicapped Child,* January 1976, 24 pages. . . . 36

SD 000 088 *Initiatives in School Psychology,* December 1979, 13 pages. 37

SD 000 089 *A Survey of the Opinions of School Psychologists, Administrators, Teachers, and University Trainers on the Delivery of Psychological Services in South Carolina Public Schools,* May 1978, 70 pages. 37

SD 000 090 *Speech Improvement/Language Development,* 1978, 60 pages. 38

SD 000 091 *Articulation Disorders,* 1976, 77 pages. 38

SD 000 092 *Hearing Officer Training,* January 1976, 30-minute videotape. 32

SD 000 093 *Guidelines for the Training of Teacher Aides in Programs for the Handicapped,* November 1979, 10 pages. 40

SD 000 094 *Orientation and Mobility Instruction for the School-Aged Child,* Winter 1979, 13 pages. 40

SD 000 095 *Instructional Guidelines for Teaching Visually Handicapped Children,* January 1976, 210 pages. 41

SD 000 096 *Initiatives Planned by the South Carolina Department of Education for the Provision of Vocational Education to Handicapped Pupils,* December 1979, 9 pages. 41

Office of Teacher Education and Certification

SD 000 144 *Requirements for Teacher Education and Certification,* revised November 1976, 72 pages. 98

Office of Federal Programs

SD 000 049 *ESEA Title I Evaluation Report for FY 1978,* November 1978, 52 pages. 107

SD 000 050 *Highlighting Title I Programs in South Carolina,* June 1980, 20 pages. 107

SD 000 051 *ESEA Title I Evaluation Report for FY 1979,* January 1980, 54 pages. 108

SD 000 052 *ESEA Title I Evaluation Report for FY 1977,* November 1977, 38 pages. 108

SD 000 053 *ESEA Title I Profiles and Programs That Work,* 1979, 119 pages. 109

SD 000 054 *ESEA Title I Programs That Work,* 1978, 36 pages. 109

SD 000 055 *ESEA Title I Migrant Evaluation Report for FY 1979,* January 1980, 45 pages. . . . 110

SD 000 056 *ESEA Title I Migrant Evaluation Report for FY 1978,* November 1978, 45 pages. . . 110

SD 000 057 *ESEA Title IV Manual for Preparing Grant Applications,* August 1977, 66 pages. . . . 111

SD 000 058 *ESEA Title IV, Part B Dissemination Report for FY 1979,* September 1979, 4 pages. . 111

SD 000 059 *ESEA Title IV-C Innovation Administration Manual,* October 1977, 34 pages. 111

SD 000 060 *Profiles of ESEA Title IV-C Projects,* June 1977, 37 pages. 112

Office of Instructional Television and Radio

SD 000 034 *South Carolina Instructional Radio Teacher's Guide,* August 1980 (revised annually), 177 pages. 12

SD 000 035 *Guide for Relating Instructional Television and Radio Resources to the Curriculum Requirements of the Defined Minimum Program,* August 1980 (revised annually), 60 pages. 13

SD 000 036 *ITV/Radio Building Coordinator's Guide,* July 1980 (revised annually), 20 pages. . . 12

SD 000 037 *South Carolina Instructional Television and Radio Resources, 1980-81,* August 1980 (revised annually), 128 pages. 12

SD 000 038 *ITV/Radio Staff Development Resources and Schedules,* August 1980 (revised annually), 40 pages. 5

Office of Vocational Education

SD 000 154 *Affective Education Handbook,* 1979, 119 pages. 49

SD 000 155 *Chemical Salesman, Chemical Applicator, V-TECS Catalog,* 1980, 127 pages. 49

SD 000 156 *Plans for Learning Stations—Tractor Mechanics,* September 1979, 95 pages. 50

SD 000 157 *Tractor Mechanic Check Sheets for Modules,* January 1978, 80 pages. 50

SD 000 158 *Tractor Mechanics Modules 1-19,* January 1978, 63 pages. 50

SD 000 159 *Tractor Mechanics Modules 20-33,* January 1978, 52 pages. 51

SD 000 160 *Tractor Mechanics Modules 34-48,* June 1979, 325 pages. 51

SD 000 161 *Tractor Mechanics Modules 49-77,* 1979, 78 pages. 52

SD 000 162 *Tractor Mechanics Modules 78-96,* June 1979, 158 pages. 52

SD 000 163 *Beef Cattle—Selection and Evaluation,* June 1980, 45 pages. 53

SD 000 164 *Grading Slaughter and Feeder Cattle* (filmstrip, cassette tape and printed script), June 1980, 98 frames. 53

SD 000 165 *Grading Slaughter Hogs and Feeder Pigs* (filmstrip, cassette tape and printed script), June 1980, 67 frames. 53

SD 000 166 *Swine Selection and Evaluation*, June 1980, 43 pages. 54

SD 000 167 *Overhauling the 283 or 302 GM Engine*, 1976, 15 pages. 54

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177

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